NATIONAL DRUG FILE (NDF)

User Manual

Version 3.18

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Department of Veterans Affairs
Software Service
Clinical Ancillary Product Line

Important Note

National Drug File (NDF) data is continuously updated as new information is received. This updated information is released periodically via hardcopy and on the NDF homepage. The homepage can be accessed via VA's intranet at the following address:

http://www.vista.med.va.gov/softserv/clin_nar.row/pharmndf/index.html

Please report any errors, inconsistencies, or omissions to the Pharmacist for NDF, Patsy Barnett. Her e-mail address is: barnett.patsy@forum.va.gov. Phone number for Mrs. Barnett at the Birmingham IRMFO is 205/290-7127, or FAX 205/290-7002.

Preface

The National Drug File (NDF) software is a Decentralized Hospital Computer Program (DHCP) application designed to provide a systematic management approach to the classification of all medications, including investigational and over-the-counter drugs, prosthetic items, and expendable supplies, throughout the Veterans Health Administration (VHA) medical facilities. The software allows information from the NATIONAL DRUG file to be merged into the local facility's production DRUG file, thereby providing a method of non-intrusive standardization of the production DRUG file in all VHA medical facilities.

Version 3.1 of the User Manual is designed to acquaint pharmacists and their staff members with the features of Version 3.1 of the National Drug File software, and to introduce them to enhancements in the program.

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Introduction to the User Manual

How this Manual is Organized

This manual contains pre-installation preparation instructions for the package coordinator and pharmacy staff, as well as descriptions of all the menu options.

The main body of the User Manual is divided into two sections: Pre-Installation Preparation and Menu Options. The chapters of the Menu Options section are organized to follow the order of the National Drug File menus. Each of these chapters contain an overview and detailed examples.

> Overview: The overview sections are designed to give you a general understanding of the specific option discussed in the chapter.
>
> Detailed Example: Each chapter has one or more examples representing actual terminal dialogue.

Special Notations

The following notations are used in this manual:

Description	Notation
Return key	<RET>
User response on computer-screen example	Underlined. After a user response on a screen example, <RET> is implied.
Editor's note	Inside square brackets: [ ]
Explanation interrupting computer-screen example	Inside square brackets: [ ], and bold

Reference Material

The appendices contain several reference sections that provide helpful background for using the NDF software. For updated appendices, please refer to documentation residing on NDF's homepage on the VA Intranet at

http://www.vista.med.va.gov/softserv/clin_nar.row/pharmndf/index.html.

Special Instructions for the First-Time User

If you are unfamiliar with the DHCP software applications, we recommend that you study the *DHCP Users Guide to Computing*. This orientation guide is a comprehensive handbook benefiting first time users of any DHCP application. The purpose of the introductory material is to help you become familiar with basic computer terms and the components of a computer. It is reproduced and distributed periodically by the Kernel Development Group. To request a copy, contact your local IRM staff.

Change Pages

Future modifications to the software may require changes to the documentation. Change pages will contain the new version number and date in the footer. Vertical lines in the margin can also be used to further highlight changes on a page.

Related Documents

The National Drug File documentation is comprised of five parts as follows. These manuals are written as modular components and can be distributed independently.

NDF Document	Who Uses It
National Drug File V. 3.1 User Manual	for application coordinators and Pharmacy staff.
National Drug File V. 3.1 Technical Manual	for application coordinators, site managers, and Information Resource Management (IRM) staff.
National Drug File V. 3.1 Installation Guide	for site managers and IRM staff.
Release Notes	for site managers and IRM staff.
Package Security Guide	for site managers and local Information Security Officers (ISOs).

Introduction to NDF Software

The National Drug File (NDF) software is a Decentralized Hospital Computer Program (DHCP) module that appends data for a drug from the National Drug File to the existing data for that drug in the local VA facility's DRUG file. After the conversion is complete, the local DRUG file will have similar characteristics to DRUG files at other VA medical facilities. When a drug has been matched, verified, and merged with a drug in the National Drug File, an "ND" node, which links the local DRUG file entry to the entry in the National Drug File, is created. This node contains the following fields:

1) NATIONAL DRUG FILE ENTRY
2) VA PRODUCT NAME
3) PSNDF VA PRODUCT NAME ENTRY
4) PACKAGE SIZE
5) PACKAGE TYPE
6) NATIONAL DRUG CLASS

These fields are read-only fields and cannot be edited through VA FileMan.

If version 5.6, or later, of the Outpatient Pharmacy package has been installed, the VA CLASSIFICATION field (Field 2) in the local DRUG file contains the VA Drug Class Code. Drugs must be matched, verified, and merged in version 3.0 before version 3.1 is installed.

The NDF software provides a method of non-intrusive standardization of the local DRUG files in all VA medical facilities. Standardization includes the adoption of new drug nomenclature and drug classification system-wide. The NDF software will lay the foundation for a database for sharing drug product information system-wide.

The VA Drug Classification System

The Department of Veterans Affairs Drug Classification system was developed to provide a systematic management approach to the classification of medications, including investigational and over-the-counter drugs, prosthetic items, and expendable supplies. The system was designed to

- support the inpatient and outpatient pharmacy activities;
- facilitate the identification of drug-drug, drug-allergy, drug-lab, and drug-food interactions;
- uphold the requirements for inventory accountability;
- substantiate and improve all patient medication-related activity;
- provide an improved database to assist the health care provider;
- provide a coordinated method of database communication for VA management;
- facilitate the monitoring of investigational drugs; and
- facilitate the control of prosthetic and supply items.

Each five-character alpha-numeric code specifies a broad classification and a specific type of product. The first two characters are letters and form the mnemonic for the major classification (e.g., AM for antimicrobials). Characters 3 through 5 are numbers and form the basis for subclassification. For example, the classification system for the penicillins is as follows:

AM000 ANTIMICROBIALS

AM050 Penicillins
AM051 Penicillin-G Related Penicillins
AM052 Penicillins, Amino Derivatives
AM053 Penicillinase-Resistant Penicillins
AM054 Extended Spectrum Penicillins

The VA Drug Classification system classifies drug products, not generic ingredients. Drug products with local effects are classified by route of administration (e.g., dermatological, ophthalmic). If a product is not classified by route of administration, in most cases, it is classified under a specific chemical or pharmacological classification (e.g., beta-blockers, cephalosporins). If a product is not classified by route of administration, or chemical or pharmacological subclassification, it may be classified under a therapeutic category (e.g., antilipemic agents, antiparkinson agents).

Most combination products are found in the "other" subclassification under each major classification unless a specific subcategory for combination products has been added or a descriptive comment indicates inclusion elsewhere. In addition, products which are not adequately described by a minor category or subcategory within the major classification are classified as "other" (e.g., metronidazole and vancomycin are classified as "Anti-Infectives, Other").

Additional information is provided in "VA Drug Classification System" in Appendix C of this manual.

Menu Options

The National Drug File software contains the following menu options, which are described in detail and illustrated in the Menu Options section of this manual:

1.0 Match Local Drug File with National File
2.0 Verify Matches
3.0 Rematch / Match Single Drugs
4.0 Verify Single Match
5.0 Merge National Drug File Data into Local File
6.0 National Drug File Reports Menu
- 6.1 Local Drug File Report
- 6.2 Report of VA Generic Names From National Drug
- 6.3 Report of Attempted Match Drugs
- 6.4 VA Product Names Matched Report
- 6.5 Local Drugs with No VA Drug Class Report
- 6.6 VA Drug Classification
- 6.7 NDF Info From Your Local Drug File
- 6.8 Supply (XA000) VA Class Report

6.9 Manually Classed Drugs Report

6.10 Local Drugs With NO Match to NDF Report

6.11 Formulary Report *** LOCKED: PSNMGR**

7.0 Automatic Match of Unmatched Drugs

8.0 Inquire to Local Drug File

9.0 Lookup National Drug Info In Local File

10.0 Allow Unmatched Drugs to be Classed*** LOCKED: PSNMGR**

Print a PMI Sheet

Package Management

This package does not impose any additional legal requirements on the user, nor does it relieve the user of any legal requirements. Please refer to the File Security section of the National Drug File V. 3.1 Package Security Guide for additional information on file security, potential problems that may occur, and precautions to prevent malfunctions.

It is important that you read the pre-installation chapter before proceeding to use the National Drug File software.

Version 3.1 Enhancements

1. This version contains additional data.
2. The Formulary Report under the National Drug File Reports Menu has been enhanced.
3. Local Drugs with NO Match to NDF Report is an enhancement report.
4. Lookup National Drug Info In Local File is an enhancement report.

Menu Diagrams

National Drug File Menu *without* PSNMGR Key

The following options are available to the user not assigned the PSNMGR key:

1.0 Match Local Drug File With National File
2.0 Verify Matches
3.0 Rematch / Match Single Drugs
4.0 Verify Single Match
5.0 Merge National Drug File Data Into Local File
6.0 National Drug File Reports Menu
    6.1 Local Drug File Report
    6.2 Report of VA Generic Names From National Drug
    6.3 Report of Attempted Match Drugs
    6.4 VA Product Names Matched Report
    6.5 Local Drugs With No VA Drug Class Report
    6.6 VA Drug Classification
    6.7 NDF Info From Your Local Drug File
    6.8 Supply (XA000) VA Class Report
    6.9 Manually Classed Drugs Report
    6.10 Local Drugs With NO Match to NDF Report
7.0 Automatic Match of Unmatched Drugs
8.0 Inquire To Local Drug File
9.0 Lookup National Drug Info In Local File
10.0 Print a PMI Sheet

National Drug File Menu *with* PSNMGR Key

The following options are available to the user(s) assigned the PSNMGR key:

1.0 Match Local Drug File with National File
2.0 Verify Matches
3.0 Rematch / Match Single Drugs
4.0 Verify Single Match
5.0 Merge National Drug File Data into Local File
6.0 National Drug File Reports Menu
    6.1 Local Drug File Report
    6.2 Report of VA Generic Names From National Drug
    6.3 Report of Attempted Match Drugs
    6.4 VA Product Names Matched Report
    6.5 Local Drugs with No VA Drug Class Report
    6.6 VA Drug Classification
    6.7 NDF Info From Your Local Drug File
    6.8 Supply (XA000) VA Class Report
    6.9 Manually Classed Drugs Report
    6.10 Local Drugs With NO Match to NDF Report
    6.11 Formulary Report *** LOCKED: PSNMGR**
7.0 Automatic Match of Unmatched Drugs
8.0 Inquire to Local Drug File
9.0 Lookup National Drug Info In Local File
10.0 Allow Unmatched Drugs to be Classed*** LOCKED: PSNMGR**
11.0 Print a PMI Sheet

Pharmacy Pre-Installation Preparation

Entering National Drug Codes

The National Drug File (NDF) software uses National Drug Codes (NDCs) in an initial automatic process of matching a drug in the local DRUG file with a drug in the National Drug File. It is important to make sure that as many drugs as possible have been assigned their correct NDCs. The "Resource Materials" appendix (Appendix F) lists resource books that contain current NDCs.

The more complete and accurate the NDC fields in the local DRUG file, the more effective the automatic matching process. For more information on the automatic matching process, refer to the Menu Options section of this Manual.

It is important that you enter all National Drug Codes (NDCs) in the local DRUG file **before** the IRM staff installs this version of the software. The correct NDC format is:

Manufacturer code (1 - 6 characters)	-	Product code (1 - 4 characters)	-	Package code (1 - 2 characters)

The correct NDC format is: 4-4-2, 5-3-2, 5-4-1, or 5-4-2 (e.g., 0023-2323-01)

Please note that the software **will not** insert the dashes in the NDC for you; therefore, you must include the dashes when you enter the information.

EXAMPLE: Enter NDCs in Field 31 Using VA FileMan

Select VA FileMan option from your main menu.

```
Select VA FileMan Option:                    ENTER OR EDIT ENTRIES
INPUT TO WHAT FILE:  50  (Drug)
EDIT WHICH FIELD:  31  (NDC)
THEN EDIT FIELD:  <RET>
Select GENERIC NAME:                                          NORPACE
 1 NORPACE DISOPYRAMIDE CAP 100MG
 2 NORPACE DISOPYRAMIDE CAP 150MG
CHOOSE 1-2:  1  DISOPYRAMIDE CAP 100MG
NDC:                                                          0023-2323-01
Select GENERIC NAME:
```

EXAMPLE: Enter NDCs in Field 31 without VA FileMan Access

Select Outpatient Pharmacy Manager Option: **DR**UG ENTER/EDIT
Select Generic Name: **NORPACE**
1 NORPACE DISOPYRAMIDE CAP 100MG
2 NORPACE DISOPYRAMIDE CAP 150MG
CHOOSE 1-2: **1** DISOPYRAMIDE CAP 100MG
Generic Name: DISOPYRAMIDE 100MG CAP replace **^NDC**
NDC: **0023-2323-01**
Warning Labels: ^
Select GENERIC NAME:

How to Use the Options

List of Menu Options

The National Drug File [PSNMGR] software contains the following menu options which are described in detail and illustrated in this chapter:

1.0 Match Local Drug File with National File [PSNBLD]
- 2.0 Verify Matches [PSNVFY]
- 3.0 Rematch / Match Single Drugs [PSNDRUG]
- 4.0 Verify Single Match [PSNVER]
- 5.0 Merge National Drug File Data into Local File [PSNMRG]
- 6.0 National Drug File Reports Menu [PSNSUBM]
  - 6.1 Local Drug File Report [PSNLDG]
  - 6.2 Report of VA Generic Names From National Drug [PSNVAGN]
  - 6.3 Report of Attempted Match Drugs [PSNEXC]
  - 6.4 VA Product Names Match Report [PSNPFN]
  - 6.5 Local Drugs with No VA Drug Class Report [PSNOCLS]
  - 6.6 VA Drug Classification [PSNCLS]
  - 6.7 NDF Info From Your Local Drug File [PSNRPT]
  - 6.8 Supply (XA000) VA Class Report [PSNSUPLY]
  - 6.9 Manually Classed Drugs Report [PSNMCLS]
  - 6.10 Local Drugs With NO Match to NDF Report
  - 6.11 Formulary Report [PSNFRMLY]*** LOCKED: PSNMGR Key**
- 7.0 Automatic Match of Unmatched Drugs [PSNAUTO]
- 8.0 Inquire to Local Drug File [PSNVIEW]
- 9.0 Lookup National Drug Info In Local File
- 10.0 Allow Unmatched Drugs to be Classed [PSNSTCL]*** LOCKED: PSNMGR Key**
- 11.0 Print a PMI Sheet

Workflow Chart

NDF V. 3.1 Must be Matched, Verified, and Merged

1. Print mail messages after IRM loads NDF tapes. → ELECTRONIC MAIL MESSAGES

2. Use this option to rematch entries which could not be converted by the NDF software. These drugs are listed in a mail message (see step 1). → REMATCH/MATCH SINGLE DRUGS

3. (Optional) Print this report to see which local drugs have NDCs assigned. Having as many NDCs entered as possible will make the following step more effective. The report is long so you may want to queue it to print at night. → LOCAL DRUG FILE REPORT

4. With NDC field as complete as possible, use this option to attempt an automatic match, by NDCs, of drugs added to your local file since Version 2.0 was installed. → AUTOMATIC MATCH OF UNMATCHED DRUGS

5. Print and review this report prior to executing the merge option. → VA PRODUCT NAMES MATCHED REPORT

6. (Optional) Print this report to use as reference during matching options. → REPORT OF VA GENERIC NAMES FROM NATIONAL DRUG

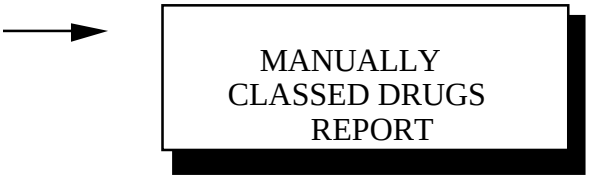
7. (Optional) Print this report or see "VA Drug Classification System" appendice in the user manual for a reference during matching options. → VA DRUG CLASSIFICATION REPORT

8. Use this option to verify matches. Both automatic and manual matches must be verified. Drugs can be rematched during the verification process.

9. Use this option to merge matched and verified data into your local file (i.e., DRUG file) and print a report of drugs that did not merge.

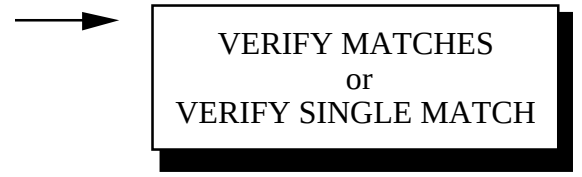
10. Print this report to provide a list of all manually classed drugs, excluding supply items.

11. Print this report to see which local active drugs could not be matched to NDF and require a VA Classification code.



12. Use either option to match drugs which were not automatically matched. Use *Match Local Drug File with National File* option to loop through all unmatched drugs; use *Rematch/Match Single Drug* option to enter name of single drug to be matched.

13. Use either of these options to verify matches, depending on whether you want to verify all unverified drugs or only specific ones. Both automatic and manual matches must be verified. Drugs can be rematched during the verification process.

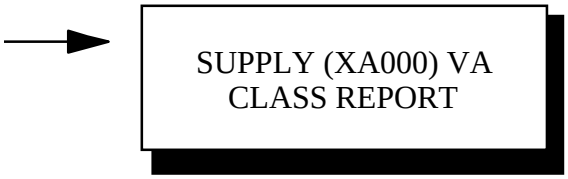


Workflow Chart (continued)

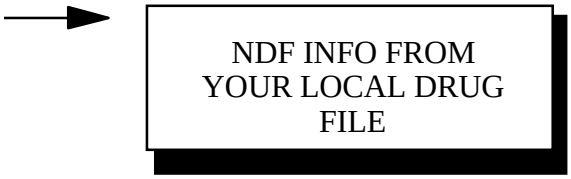
14. Use this option to merge matched and verified data into your local file and print a report listing any drugs which did not merge.

15. Use this option to manually assign classifications to drugs which have not been matched, verified, and merged during the automatic matching process. This option is locked by PSNMGR Key.

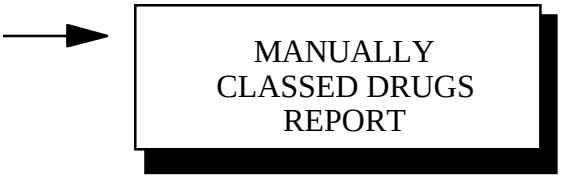
16. (Optional) Print this report to list the items from the local file which have an XA class.



17. Print this report to provide information from your local DRUG file about drugs that have been matched, verified, and merged. This report uses a lot of computer time, so queue to print at night.



18. Print this report to provide a list of all manually classed drugs, excluding supply items.



19. (Optional) This report is a local formulary sorted by VA Classification codes or Generic Name/Trade Name. This report is locked by PSNMGR Key.

Summary of Menu Options

National Drug File Menu [PSNMGR]

Main menu

Match Local Drug File With National File [PSNBLD]

This option matches drugs in the local file with drugs in the national file. When it is first run it matches drugs automatically by NDC number. After that it allows you to match each unmatched drug manually. Matches do not all have to be made at one time. Enter "^" to exit this option during manual matching process.

Verify Matches [PSNVFY]

This option allows you to verify each unverified drug that has been matched. It is not necessary to verify all matches at one time. This option can be used any time after drugs from the local DRUG file have been matched with drugs in the National Drug File. It is a requirement that all matched drugs be verified before being merged.

Rematch / Match Single Drugs[PSNDRUG]

This option allows you to rematch entries which were incorrectly matched or match entries which could not be matched automatically. It should be used to match any new drug added to the local DRUG file. Unlike the other matching options, this option allows supply items to be matched.

Verify Single Match[PSNVER]

This option allows you to verify a single drug that has been matched rather than going through the entire list of matched, unverified drugs. It is a requirement that all matched drugs be verified before being merged.

Merge National Drug File Data Into Local File[PSNMRG]

This option merges the matched/verified data from the NATIONAL DRUG TRANSLATION file into the local DRUG file. As the merge occurs, the software prints a report listing any drugs in the NATIONAL DRUG TRANSLATION file that were not merged, referred to as errors to the merge. Thus, the report is called the Error Report.

National Drug FileReports Menu [PSNSUBM]

This option is a sub-menu which contains all the report options in the National Drug File package.

Local Drug File Report [PSNLDG]

This option generates a report containing selected information about drugs in the local DRUG file. The report prints the local drug name, inactive date, NDC, and any assigned DEA (Drug Enforcement Agency) / Special Handling code(s). This report can be used to determine which drugs have NDCs assigned to them.

Report of VA Generic Names from National Drug [PSNVAGN]

This option provides a report of VA generic names from the National Drug File. Generic names are listed alphabetically by ingredient, (e.g., the VA generic name for Fiorinal with Codeine #3 would be Aspirin/Butalbital/ Caffeine/Codeine). You may print all or a user-specified range of names. This report may be useful during the match and verify options. If a match cannot be found and you are asked to enter a VA generic name, you may use this list to find the correct VA generic name.

Report of Attempted Match Drugs [PSNEXC]

This option generates a report listing all drugs for which an attempted match could not be made. This is a cumulative report and will include all unmatched entries from the very beginning of the matching process until each drug is manually classed. Once a drug has been manually classed, it is automatically deleted from the report.

VA Product Names Matched Report [PSNPFN]

This option generates a report listing all drugs that have been matched. The report is not cumulative and will not include entries that have been merged into the local DRUG file.

Local Drugs With No VA Drug Class Report [PSNOCLS]

This option generates a report listing drugs from the local DRUG file which have no drug classification. It will print only the active drugs in the file.

VA Drug Classification [PSNCLS]

This option generates a report listing all VA Drug Classification Codes. The classification descriptions can also be printed in the report. The report can be printed for all drug classifications or a range of classifications.

NDF Info From Your Local Drug File [PSNRPT]

This option generates a report containing information for a user-specified range of local generic names of drugs or for all drugs that have been merged. The report contains data that is stored in the NDF fields of the local DRUG file. Any drug entries that do not contain NDF information (i.e., the drug has not been matched, verified, and merged) will be ignored.

Supply (XA000) VA Class Report [PSNSUPLY]

This option generates a report listing all the items from the local DRUG file which have an "XA" VA Drug Classification. It will print only the active items in the file, and will sort by local DRUG file generic name.

Manually Classed Drugs Report [PSNMCLS]

This report will give an alphabetic listing, by local generic name, of the drugs from the local DRUG file which are active and have been assigned a VA Drug Classification through the option *Allow Unmatched Drugs To Be Classed*. This report will exclude supply items that have been assigned an "XA" class.

Local Drugs With NO Match to NDF Report [PSNONDF]

This report provides a list of drugs from the local DRUG file that are active and have no match to the National Drug File. This option should be run after executing the menu option Merge National Drug File Into Local File.

Formulary Report [PSNFRMLY] *LOCKED BY PSNMGR KEY*

This option prints a report of drugs marked as formulary in the local DRUG file. It will also print the synonyms not marked as quick codes for these formulary drugs. You may print by tradename/generic name or by VA Drug Class code.

Automatic Match of Unmatched Drugs [PSNAUTO]

This option can be used if V. 2.0 is installed and the local file has been matched, verified, and merged. V. 3.1 has an updated data base. This option allows automatic matching by NDC of newer FDA-released drugs to drugs in the local file which are manually classed or have no VA Class assigned.

Inquire To Local Drug File [PSNVIEW]

This option allows you to view the local DRUG file by Generic Name/Synonym or VA Drug Class Code. If VA Drug Class Code is chosen, the software will sort by the least expensive price in the PRICE PER DISPENSE UNIT field. It will display the GENERIC NAME, NATIONAL DRUG CLASS, PRICE PER DISPENSING UNIT, and the MESSAGE field. Only active formulary drugs can be viewed.

Lookup National Drug Info In Local File [PSNLOOK]

This option allows you to look up entries in your local DRUG file. It will display National Drug File match information.

Allow Unmatched Drugs To Be Classed [PSNSTCL] *LOCKED BY PSNMGR KEY*

This option allows unmatched drugs to be classed, including investigational drugs, drugs manufactured on site, and other items that cannot be classed using other options. All active, unmerged drugs may be classed using a looping process, or they may be classed one drug at a time with the user entering generic name or internal number. The class of a merged drug cannot be changed using this option. The option *Rematch / Match Single Drugs* must be used to change the class of a merged drug.

Print a PMI Sheet [PSNPPIP]

This patch creates an option and a routine to print Patient Medication Information Sheets. It also creates the file to hold the Information Sheets and a new global ^PSPPI where this data is stored. The option is added to the National Drug File menu, but it can be assigned independently.

Option Descriptions

1.0 Match Local Drug File with National File [PSNBLD]

This option is used to build and store information in the NATIONAL DRUG TRANSLATION file. The software proceeds through the local DRUG file and attempts to match each drug with a drug in the National Drug File (NDF).

After the NDF software has been initialized, you **may not** delete any drug from the local DRUG file; however you can inactivate any drug that you do not wish the NDF software to attempt to match by using the *Drug Enter/Edit* option in the Outpatient Pharmacy software.

EXAMPLE: How to Change Inactive Date Using Outpatient Drug Enter/Edit

```
Select Outpatient Pharmacy Manager Option:   DRUG ENTER/EDIT
Select          Generic          Name:                                  NORPACE
 1 NORPACE                  DISOPYRAMIDE                 100MG                CAP
 2 NORPACE                  DISOPYRAMIDE                 150MG                CAP
Choose 1-2:   1   DISOPYRAMIDE                      100MG                     CAP
Generic    Name:      DISOPYRAMIDE    100MG    CAP          replace          ^INACTIVE
INACTIVE                DATE:                                                01/01/92
MESSAGE:   ^
```

When *Match Local Drug File With National Drug File* is run, entries in the local DRUG file are matched in consecutive order, beginning with the first drug entered in the file. The software will not attempt to match any inactive drug in the local DRUG file, and will continue to ignore the drug until the inactive date is either deleted or set to a date greater than the date on which you are attempting to match the drug. If you reactivate an inactive drug, you will be prompted to match and verify each reactivated drug and the software will automatically merge the drug with the National Drug File.

Drugs in the local file can be matched with drugs in the National Drug File by either automatic or non-automatic matching.

Automatic Matching

The first time this option is selected, the software will attempt to automatically match drugs from the local DRUG file with drugs in the National Drug File using National Drug Codes (NDCs). Before the automatic matching process begins, you will be asked if you wish to begin the AUTOMATIC MATCH BY NDC process. If you enter “Y” (YES), the automatic matching process will begin and you will proceed as described in the example following this section. If you enter “N” (NO), or <RET>, you will exit from the option.

It is extremely important to assign the correct NDC to as many drugs as possible in the local DRUG file. A complete and accurate NDC field in the local DRUG file (Field 31) will speed the overall matching process. If an NDC in the local DRUG file matches an NDC in the national file, a match will be made unless the local drug entry contains an inactive date. The automatic matching process will not attempt to match any drug with an inactive date and will ignore this

drug until the inactive date is deleted or set to a date greater than the date on which you are attempting to match the drug. The automatic matching process will not screen on the contents of the DEA/SPECIAL HANDLING field in the local DRUG file. Any mismatches that may occur from the automatic matching process should be corrected using *Rematch / Match Single Drugs* or *Verify Matches* options.

Automatic matching occurs **only** the first time the option is executed and **is not** repeated. To obtain a list of drugs matched during the automatic matching process, exit the option at the conclusion of the matching process and use *VA Product Names Matched Report* option. Review this report for correctness of matches. Since the report is requested immediately after the automatic matching, only the drugs that have been automatically matched will be included and will be shown as non-verified matches. These matches must be verified and merged.

EXAMPLE: Automatic Match by NDC

```
Select National Drug File Menu Option: 1  Match Local Drug File With National File
Automatic match by NDC Code process will begin
Are you sure you want to continue ? N//Y.....
.....
```

At the conclusion of the automatic matching, the software returns to the first drug (by internal number) that was not matched in the file and begins the non-automatic matching process.

Non-Automatic Matching

The software will not attempt to match any inactive drug in the local DRUG file. It will continue to ignore this drug until the inactive date is deleted. If you reactivate an inactive drug, you will be prompted to match and verify the drug. Once the drug is matched and verified, the software will automatically merge the drug with the National Drug File.

For non-automatic matching the software will check the contents of the DEA/SPECIAL HANDLING field in the local DRUG file to determine if one of the following values exists in the field:

0 (zero)	-Manufactured in Pharmacy	
I	-Investigational Drug	
M	-Bulk Compound Item	

This option will not allow you to match any drug that has one of these values in the DEA/SPECIAL HANDLING field. It will bypass that drug and proceed to the next entry in the local file. A message indicating that the drug is one of the types listed above, and therefore cannot be matched, will be displayed.

EXAMPLE: Message that Drug Cannot be Matched

```
ACETIC ACID 1/2% IRRIGATION (1000ML) IS A MANUFACTURED IN PHARMACY ITEM
AND CANNOT BE MATCHED!
SLOW K (FOR CSP 290) IS AN INVESTIGATIONAL DRUG
AND CANNOT BE MATCHED!
ACACIA POWDER IS A BULK COMPOUND ITEM
AND CANNOT BE MATCHED!
```

After the software has determined that the drug is active and the DEA/SPECIAL HANDLING field does not contain 0, I, M, or S, it will use the first word of the local drug name in an attempt to match that drug with a drug in the National Drug File. If the first character of the first word is non-alpha, the software will attempt a match using the second word in the local drug name. If no match is made, the software will attempt a match using the longest word in the local drug name.

EXAMPLE: Match by First Word

```
Match local drug  BROMPHENIRAMINE 12MG T.R.T.                    with
                              ORDER UNIT: BT
                        DISPENSE UNITS/ORDER UNITS: 500
                              DISPENSE UNIT: TABLET
1 BROMPHENIRAMINE MALEATE 10MG/ML INJ     INJ,SOLN  AH400
2 BROMPHENIRAMINE MALEATE 12MG TAB,SA     TAB,SA  AH400
3 BROMPHENIRAMINE MALEATE 2MG/5ML ELIXIR     ELIXIR  AH400
4 BROMPHENIRAMINE MALEATE 4MG TAB     TAB  AH400
5 BROMPHENIRAMINE MALEATE 8MG TAB,SA     TAB,SA  AH400
Enter your choice: 2
      Is this a match  < Reply Y, N or press return to continue > :Y

CHOOSE FROM:
  1         100
  2         1000
  3         500
  NONE OF THE ABOVE
      Enter Package Size: 3
  1         BOTTLE
  NONE OF THE ABOVE
      Enter Package Type: 1
Local drug BROMPHENIRAMINE 12MG T.R.T.
matches    BROMPHENIRAMINE MALEATE 12MG TAB,SA
PACKAGE SIZE: 500
PACKAGE TYPE: BOTTLE
< Enter "Y" for yes >
< Enter "N" for no >
< Press return for next drug or "^" to quit>      OK? :  Y
```

Because the software is attempting this match for you, there may be a totally unrelated product displayed for you to accept. If this is the case, answer “N” (No) at the prompt and continue the matching by either entering an NDC or going to the VA GENERIC NAME prompt and entering the generic name. A list of generic names contained in the National Drug File can be printed using *Report of VA Generic Names From National Drug*. This list will be helpful during the matching process.

EXAMPLE: Incorrect Match Suggested by Computer

```
Match local drug  SODIUM CHLORIDE 2% OPH SOLN (15ML)                with
                                        ORDER UNIT: BT
                           DISPENSE UNITS/ORDER UNITS: 1
                                     DISPENSE UNIT:

Match on first word failed, attempting to match longest word:
TRACE METALS ADDITIVE INJ
          Is this a match  < Reply Y, N or press return to continue > :  N

Unable to match . . . enter NDC Code <WITH DASHES>: <RET>
Unable to match by Name, Trade Name or NDC Code
Select NATIONAL DRUG VA GENERIC NAME:
```

If no match is made using the first or longest words, the software will search the local DRUG file for a trade name from the SYNONYM field for the drug to attempt to match with a trade name in the National Drug File. If multiple trade names are found, all trade names will be displayed and you must select one.

EXAMPLE: Match by Trade Name

```
Match local drug  FLURESS 0.25% OPH SOLN (5ML)
                                        ORDER UNIT: BT
                           DISPENSE UNITS/ORDER UNITS: 1
                                     DISPENSE UNIT: BT      ??
Match on first word failed, attempting to match longest word:  ??
No match . . . attempting to match by Trade Name
Trade Names in YOUR local file for this drug are:
1 FLURESS
2 FLUOROCAINE
          Enter your choice: 1
Match made with FLURESS 0.25% OPH SOLN (5ML)
  Now select VA Product Name
BENOXINATE HCL 0.4%/FLUORESCEIN NA 0.25% SOLN,OPH
          Is this a match  < Reply Y, N or press return to continue > :  Y

   1           5 ML
   NONE OF THE ABOVE
          Enter Package Size: 1
   1           BOTTLE
   NONE OF THE ABOVE
          Enter Package Type: 1
Local drug FLURESS 0.25% OPH SOLN (5ML)
matches    BENOXINATE HCL 0.4%/FLUORESCEIN NA 0.25% SOLN,OPH
PACKAGE SIZE: 5 ML
PACKAGE TYPE: BOTTLE
< Enter "Y" for yes >
< Enter "N" for no >
< Press return for next drug or "^" to quit>      OK? :  Y
```

In some cases the drug will match, but the package size or type will not. In this case just select the last option, "NONE OF THE ABOVE," by entering "NONE." This will cause the PACKAGE SIZE or PACKAGE TYPE field to read "OTHER." If package size is "OTHER," package type will automatically become "OTHER." You will not be asked to choose a package type in this case. Package type can be "OTHER" when package size is specified, but not vice versa.

EXAMPLE: Package Size Does Not Match

```
Match local drug  MITHRAMYCIN 2.5MG/VI INJ
                                        ORDER UNIT: BX
                          DISPENSE UNITS/ORDER UNITS: 10
                                     DISPENSE UNIT: VI
     ??
Match on first word failed, attempting to match longest word:
 ??
No match . . . attempting to match by Trade Name
Match made with MITHRAMYCIN 2.5MG/VI INJ
  Now select VA Product Name
PLICAMYCIN 2500MCG/VIL INJ
          Is this a match  < Reply Y, N or press return to continue > :  Y
   1           5 ML
   NONE OF THE ABOVE
          Enter Package Size: N ??
```

[You must enter complete word "NONE" here]

```
   1           5 ML
   NONE OF THE ABOVE
          Enter Package Size: NONE
Local drug MITHRAMYCIN 2.5MG/VI INJ
matches    PLICAMYCIN 2500MCG/VIL INJ
PACKAGE SIZE: OTHER
PACKAGE TYPE: OTHER
< Enter "Y" for yes >
< Enter "N" for no >
< Press return for next drug or "^" to quit>      OK? :  Y
```

When a match is made using the first word, longest word, or existing trade name(s), the generic name of the local drug is displayed with the possible match(es) from the NDF as the VA Product Name(s). If there is more than one choice, each will be listed with the Dosage Form and VA Class listed beside it.

EXAMPLE: Multiple VA Product Names

```
Match local drug  SCOPOLAMINE 400MCG/ML (1ML)                    N/F    with
                                        ORDER UNIT: BX
                          DISPENSE UNITS/ORDER UNITS: 25
                                     DISPENSE UNIT: VI
1 SCOPOLAMINE 0.5MG/72HRS PATCH     PATCH  CN550
2 SCOPOLAMINE HBR 0.25% SOLN,OPH     SOLN,OPH  OP600
3 SCOPOLAMINE HBR 0.3MG/ML INJ     INJ,SOLN  AU350
4 SCOPOLAMINE HBR 0.43MG/0.5ML INJ     INJ,SOLN  AU350
5 SCOPOLAMINE HBR 0.4MG/ML INJ     INJ,SOLN  AU350
6 SCOPOLAMINE HBR 1MG/ML INJ     INJ,SOLN  AU350
Enter your choice: 5
          Is this a match  < Reply Y, N or press return to continue > :  Y
```

```
   1           25 X 1 ML
   NONE OF THE ABOVE
          Enter Package Size: 1
   1           VIAL
   NONE OF THE ABOVE
          Enter Package Type: 1
Local drug SCOPOLAMINE 400MCG/ML (1ML)
matches    SCOPOLAMINE HBR 0.4MG/ML INJ
PACKAGE SIZE: 25 X 1 ML
PACKAGE TYPE: VIAL
< Enter "Y" for yes >
< Enter "N" for no >
< Press return for next drug or "^" to quit>      OK? :  Y
```

If there are more than ten VA Product Names, you can bypass the attempt to match by VA Product Name. This is done by skipping to the "Enter NDC" prompt by entering "^NDC" at the "Enter choice. . ." prompt.

EXAMPLE: Skipping to "Enter NDC" Prompt

```
Match local drug  DOXORUBICIN INJ 50MG VI
                                      ORDER UNIT: VI
                          DISPENSE UNITS/ORDER UNITS: 1
                                    DISPENSE UNIT: VI
1 DOXORUBICIN HCL 100MG/VIL INJ     INJ  AN200
2 DOXORUBICIN HCL 10MG/VIL (PF) INJ     INJ  AN200
3 DOXORUBICIN HCL 10MG/VIL (RDF) INJ     INJ  AN200
4 DOXORUBICIN HCL 10MG/VIL INJ     INJ,SOLN  AN200
5 DOXORUBICIN HCL 150MG/VIL (RDF) INJ     INJ  AN200
6 DOXORUBICIN HCL 200MG/VIL (PF) INJ     INJ  AN200
7 DOXORUBICIN HCL 20MG/VIL (PF) INJ     INJ  AN200
8 DOXORUBICIN HCL 20MG/VIL (RDF) INJ     INJ  AN200
9 DOXORUBICIN HCL 20MG/VIL INJ     INJ  AN200
10 DOXORUBICIN HCL 50MG/VIL (PF) INJ     INJ  AN200
Enter choice or press return to continue: ^NDC
Unable to match . . . enter NDC Code <WITH DASHES>:
```

If a match cannot be made using the first word, longest word, and/or trade name(s), or you skip to the NDC prompt, you will be asked to enter an NDC number. The required format is

Manufacturer code	-	Product code	- Package code
(1 - 6 characters)		(1 - 4 characters)	(1 - 2 characters)

If an NDC is entered in the wrong format or <RET> is entered, the software will not attempt a match. If a match is made, the following prompt will be displayed:

```
Display ingredients for this NDF drug?    N//
```

If you enter "Y" (YES), the software will display the ingredients of the matched drug. This additional information may assist in properly identifying correct matches.

EXAMPLE: Incorrect NDC Entered

```
Match local drug  AMMONIA, AROMATIC SPIRITS N/F                N/F    with
                                        ORDER UNIT: BT
                          DISPENSE UNITS/ORDER UNITS: 480
                                     DISPENSE UNIT: ML      ??
Match on first word failed, attempting to match longest word:  ??
No match . . . attempting to match by Trade Name
Unable to match . . . enter NDC Code <WITH DASHES>: 0032-7512-10
Display ingredients for this NDF drug? N//Y
     LITHIUM CARBONATE 300 MG
Local drug AMMONIA, AROMATIC SPIRITS N/F
matches    LITHIUM CARBONATE 300MG CAP
PACKAGE SIZE: 1000
PACKAGE TYPE: BOTTLE
< Enter "Y" for yes >
< Enter "N" for no >
< Press return for next drug or "^" to quit>      OK? :  N
```

When attempts at matching a drug using the local drug name, trade name, and the NDC have failed, you will be prompted to enter a VA Generic Name. The software will search the National Drug File looking for a match to this name. If several possible matches are found, they will be listed and you will be asked to choose a VA product name from that list. Once a match is chosen, you will be prompted to choose a package size and a package type.

EXAMPLE: Match by VA Generic Name

```
Match local drug  VAPONEPHRIN SOLN (30ML)                      N/F    with
                                        ORDER UNIT: BT
                          DISPENSE UNITS/ORDER UNITS: 1
                                     DISPENSE UNIT:       ??
Match on first word failed, attempting to match longest word:  ??
No match . . . attempting to match by Trade Name
Trade Names in YOUR local file for this drug are:
1 R EPINEPHRINE
2 R-EPINEPHRINE
3 RACEMIC EPINEPHRINE
          Enter your choice: <RET>
Unable to match . . . enter NDC Code <WITH DASHES>: <RET>
Unable to match by Name, Trade Name or NDC Code
Select NATIONAL DRUG VA GENERIC NAME: EPINEPHRINE
     1   EPINEPHRINE
     2   EPINEPHRINE,RACEMIC
     3   EPINEPHRINE/ETIDOCAINE
     4   EPINEPHRINE/LIDOCAINE
     5   EPINEPHRINE/LIDOCAINE/POVIDONE
TYPE '^' TO STOP, OR
CHOOSE 1-5: 2  EPINEPHRINE,RACEMIC HCL 2.25% SOLN,INHL
          Is this a match  < Reply Y, N or press return to continue > :  Y


CHOOSE FROM:
   1           100 X 0.25 ML
   2           7.5 ML
   3           15 ML
   4           30 ML
   NONE OF THE ABOVE
          Enter Package Size: 4
```

```
   1           BOTTLE
   NONE OF THE ABOVE
          Enter Package Type: 1
Local drug VAPONEPHRIN SOLN (30ML)
matches    EPINEPHRINE,RACEMIC HCL 2.25% SOLN,INHL
PACKAGE SIZE: 30 ML
PACKAGE TYPE: BOTTLE
< Enter "Y" for yes >
< Enter "N" for no >
< Press return for next drug or "^" to quit>      OK? :  Y
```

If a match cannot be found, a message "No match found" will be displayed and you will proceed to the next drug to be matched.

EXAMPLE: Match Not Found

```
Match local drug  NIKETHAMIDE 25% S.S. 1.5ML                    N/F    with
                                          ORDER UNIT: BX
                              DISPENSE UNITS/ORDER UNITS: 20
                                       DISPENSE UNIT:

Match on first word failed, attempting to match longest word:  ??
No match . . . attempting to match by Trade Name ??
Unable to match . . . enter NDC Code <WITH DASHES>: 0083-3212-20
Unable to match by Name, Trade Name or NDC Code
Select NATIONAL DRUG VA GENERIC NAME: NIKETH ??
Select NATIONAL DRUG VA GENERIC NAME: <RET>
No match found
```

It is not necessary for you to match the entire local DRUG file with the National Drug File at one time. You may exit the option at any time during the process by entering an up arrow (^) and <RET>. The internal local DRUG file number of the last drug matched will be saved and the next time *Match Local Drug File With National File* option is executed, you will be prompted to start where you exited to continue with the next drug. This prompt does not appear the first time the option is executed; however, it will appear each subsequent time. This allows you to start the matching process at the beginning of the local DRUG file or resume matching at the point the matching process previously stopped. Should a drug be mismatched during this option, you can exit at any time and choose *Rematch / Match Single Drugs* option to correct the mismatch.

2.0 Verify Matches

This option allows you to loop through the list of matched but unverified drugs and verify each one. It is not necessary to verify all matches at once. You can press the Return key to skip any entries you do not want to verify. This option can be used any time after drugs from the local DRUG file have been matched with drugs in the National Drug File using the options *Match Local Drug File With National File*, *Rematch / Match Single Drugs*, or *Automatic Match of Unmatched Drugs.*

All matched drugs must be verified. Unverified matches are stored in the NATIONAL DRUG TRANSLATION file, and will not merge until they are verified. To ensure accuracy one individual should match the drugs and another verify the matches.

Print *VA Product Names Matched* report to have a list of unverified matched drugs in the same order they will appear on the screen for verification.

EXAMPLE: Verify Match

```
Select National Drug File Menu Option: 2  Verify Matches
LOCAL DRUG NAME: DOXORUBICIN 50MG S.P.
                                        ORDER UNIT: VI
                          DISPENSE UNITS/ORDER UNITS: 1
                                     DISPENSE UNIT: VI
VA PRODUCT NAME: DOXORUBICIN HCL 50MG/VIL INJ
     PACKAGE SIZE: 50 MG
     PACKAGE TYPE: VIAL
VA CLASS: AN200  ANTINEOPLASTIC ANTIBIOTICS
INGREDIENTS:
     DOXORUBICIN HYDROCHLORIDE 50 MG/VIL
< Enter "Y" for yes, "N" for no >
< Press RETURN to Pass to Next Drug >

          Is this a match ? Y
LOCAL DRUG NAME: CYCLOPHOSPHAMIDE 500MG S.P.
                                        ORDER UNIT: PG
                          DISPENSE UNITS/ORDER UNITS: 12
                                     DISPENSE UNIT: VI
VA PRODUCT NAME: CYCLOPHOSPHAMIDE 500MG/VIL INJ
     PACKAGE SIZE: 12 X 30 ML
     PACKAGE TYPE: VIAL
VA CLASS: AN100  ANTINEOPLASTICS,ALKYLATING AGENTS
INGREDIENTS:
     CYCLOPHOSPHAMIDE 500 MG/VIL
< Enter "Y" for yes, "N" for no >
< Press RETURN to Pass to Next Drug >
          Is this a match ? N
```

[Software automatically goes to Matching option]

```
Match local drug  CYCLOPHOSPHAMIDE 500MG S.P.
                                        ORDER UNIT: PG
                          DISPENSE UNITS/ORDER UNITS: 12
                                     DISPENSE UNIT: VI

1 CYCLOPHOSPHAMIDE 100MG/VIL INJ     INJ  AN100
2 CYCLOPHOSPHAMIDE 1GM/VIL INJ     INJ  AN100
3 CYCLOPHOSPHAMIDE 200MG/VIL INJ     INJ  AN100
```

```
4 CYCLOPHOSPHAMIDE 25MG TAB     TAB  AN100
5 CYCLOPHOSPHAMIDE 2GM/VIL INJ     INJ  AN100
6 CYCLOPHOSPHAMIDE 500MG/VIL INJ     INJ  AN100
7 CYCLOPHOSPHAMIDE 50MG TAB     TAB  AN100

Enter your choice: 6
          Is this a match  < Reply Y, N or press return to continue > :  Y


CHOOSE FROM:
   1           12 X 500 MG
   2           500 MG
   3           12 X 30 ML

   NONE OF THE ABOVE
          Enter Package Size: 1
   1           VIAL
   NONE OF THE ABOVE
          Enter Package Type: 1
Local drug CYCLOPHOSPHAMIDE 500MG S.P.
matches    CYCLOPHOSPHAMIDE 500MG/VIL INJ
PACKAGE SIZE: 12 X 500 MG
PACKAGE TYPE: VIAL
< Enter "Y" for yes >
< Enter "N" for no >
< Press return for next drug or "^" to quit>      OK? :  Y
```

[Software automatically returns to Verify option]

```
LOCAL DRUG NAME: CYCLOPHOSPHAMIDE 500MG S.P.
                                        ORDER UNIT: PG
                          DISPENSE UNITS/ORDER UNITS: 12
                                      DISPENSE UNIT: VI
VA PRODUCT NAME: CYCLOPHOSPHAMIDE 500MG/VIL INJ
     PACKAGE SIZE: 12 X 500 MG
     PACKAGE TYPE: VIAL
VA CLASS: AN100  ANTINEOPLASTICS,ALKYLATING AGENTS
INGREDIENTS:
     CYCLOPHOSPHAMIDE 500 MG/VIL
< Enter "Y" for yes, "N" for no >
< Press RETURN to Pass to Next Drug >

          Is this a match ? Y
```

3.0 Rematch /Match Single Drugs [PSNDRUG]

This option allows you to rematch entries which are incorrectly matched or could not be matched automatically. *Report of Attempted Match Drugs* will list those items which the software attempted to match but could not; it should be printed before this option is executed. This option may be used until all entries in the local DRUG file that can be matched have been matched. It should be used to match any new drug added to the local DRUG file. This option screens for inactive date and searches the DEA/SPECIAL HANDLING field to determine if one of the following values exists in the field:

0 (zero)	-Manufactured	in	Pharmacy
I	-Investigational		Drug
M	-Bulk Compound Item		

Notice that unlike *Match Local Drug With National File* this routine does not screen on supply items. This allows supply items to be matched. The matching process in this option follows the same process as the non-automatic matching part of *Match Local Drug With National File*.

You **must** verify all matches made with this option. Failure to verify a drug that has been matched will prevent that drug from being merged when the *Merge National Drug File Into Local File* option is executed.

EXAMPLE: Rematch Manually Classed Drugs

```
Select National Drug File Menu Option: 3  Rematch / Match Single Drugs
Enter name of drug from your local drug file and a match
with the National Drug File will be attempted.
Press return at the "Select DRUG GENERIC NAME: " prompt to exit.
Select DRUG GENERIC NAME:  LIDOCAINE 2% INJ. 20ML
This drug has been manually classed but not matched (merged with NDF).
Do you wish to match/rematch it? N// Y
Match local drug  LIDOCAINE 2% INJ. 20ML.
                                    ORDER UNIT: VI
                        DISPENSE UNITS/ORDER UNITS: 1
                                   DISPENSE UNIT: VI
1 ACCU-BLOC PERIFIX CUSTOM EPIDURAL ANESTHESIA     KIT  CN204
2 ACCU-BLOC PLEXUFIX BRACHIAL PLEXUS ANESTHESIA KIT     KIT  CN204
3 ACCU-BLOC SPINOCAN CUSTOM SPINAL TRAY SSK S15     KIT  CN204
4 ACCUGUIDE CENTRAL VENOUS CATHETER KIT C1606AX     INJ  CN204
5 ACCUGUIDE PERCUTANEOUS CATHETER INTRODUCER KIT     KIT  CN204
6 LARYNGOTRACHEAL ANESTHESIA KIT     KIT  NT300
7 LIDOCAINE 10% AEROSOL,ORAL     AEROSOL,ORAL  NT300
8 LIDOCAINE 2.5% OINT,TOP     OINT,TOP  DE700
9 LIDOCAINE 3% CREAM,TOP     CREAM,TOP  DE700
10 LIDOCAINE 5% OINT,DENT     OINT,DENT  NT300
Enter choice or press return to continue: <RET>
11 LIDOCAINE 5% OINT,TOP     OINT,TOP  DE700
12 LIDOCAINE 5% SOLN,DENT     SOLN  NT300
13 LIDOCAINE HCL 0.5% INJ     INJ  CN204
14 LIDOCAINE HCL 1% (PF) INJ     INJ  CN204
15 LIDOCAINE HCL 1% INJ     INJ  CN204
16 LIDOCAINE HCL 1.5% INJ     INJ  CN204
17 LIDOCAINE HCL 100MG/ML INJ     INJ,SOLN  CV300
18 LIDOCAINE HCL 10MG/ML INJ     INJ,SOLN  CV300
19 LIDOCAINE HCL 1GM/BAG INJ     INJ,SOLN  CV300
20 LIDOCAINE HCL 2% (PF) INJ     INJ  CN204
```

```
Enter choice or press return to continue:<RET>
21 LIDOCAINE HCL 2% INJ     INJ  CN204
22 LIDOCAINE HCL 2% JELLY     JELLY  DE700
23 LIDOCAINE HCL 2% LIQUID,VISCOUS     LIQUID  NT300
24 LIDOCAINE HCL 2% SOLN,ITRC     SOLN  CN204
25 LIDOCAINE HCL 2% SOLN,ORAL     SOLN  NT300
26 LIDOCAINE HCL 2% SOLN,TOP URH     SOLN  GU900
27 LIDOCAINE HCL 200MG/ML INJ     INJ,SOLN  CV300
28 LIDOCAINE HCL 20MG/ML INJ     INJ,SOLN  CV300
29 LIDOCAINE HCL 2GM/BAG INJ     INJ,SOLN  CV300
30 LIDOCAINE HCL 300MG/INJECTOR     INJ,SOLN  CV300
Enter choice or press return to continue: 21
          Is this a match  < Reply Y, N or press return to continue > Y

CHOOSE FROM:
   1           50 ML
   2           20 ML
   3           30 ML
   4           2 ML
   5           10 ML
   6           10 X 50 ML
   7           100 X 1.8 ML
   8           10 X 2 ML
   9           5 X 10 ML
   10          10 X 5 ML
   11          5 ML
   12          25 X 50 ML
   13          25 X 5 ML
   14          25 X 30 ML
   15          50
   16          50 X 1.8 ML
   17          25 X 2 ML
   18          25 X 20 ML
   NONE OF THE ABOVE
         Enter Package Size: 2
   1           VIAL
   NONE OF THE ABOVE
         Enter Package Type: 1
Local drug LIDOCAINE 2% INJ. 20ML
matches    LIDOCAINE HCL 2% INJ
PACKAGE SIZE: 20 ML
PACKAGE TYPE: VIAL
< Enter "Y" for yes >
< Enter "N" for no >
< Press return for next drug or "^" to quit>      OK? :  Y
Select DRUG GENERIC NAME: ^
Remember, these matches must be verified using the options "Verify Matches" or
"Verify Single Match" and then merged using the option "Merge National Drug File
Data Into Local File".
```

EXAMPLE: Rematching Drugs Matched, Verified and Merged to NDF

```
Select DRUG GENERIC NAME: MECLIZ
     1   MECLIZINE (CHEWABLE) 25MG S.T.             GA700     N/F
     2   MECLIZINE 12.5MG TAB             CN550
     3   MECLIZINE 25MG S.T.             CN550     N/F
CHOOSE 1-3: 2

This drug has already been matched and classified with the
National Drug File.
Do you wish to match/rematch it? N// Y

Match local drug  MECLIZINE 12.5MG TAB
                                        ORDER UNIT: BT
                          DISPENSE UNITS/ORDER UNITS: 1000
                                     DISPENSE UNIT: TABLET
1 MECLIZINE HCL 12.5MG TAB     TAB  CN550
2 MECLIZINE HCL 15MG CAP     CAP,ORAL  CN550
3 MECLIZINE HCL 25MG TAB     TAB  CN550
4 MECLIZINE HCL 25MG TAB,CHEWABLE     TAB,CHEWABLE  CN550
5 MECLIZINE HCL 30MG CAP     CAP,ORAL  CN550
6 MECLIZINE HCL 30MG TAB     TAB  CN550
7 MECLIZINE HCL 50MG TAB     TAB  CN550
Enter your choice: 1
          Is this a match  < Reply Y, N or press return to continue > :  Y

CHOOSE FROM:
   1           100
   2           1000
   3           30
   4           500
   5           2
   6           1
   7           200
   8           250
   9           BULK
   10          60
   11          15
   12          6
   NONE OF THE ABOVE
          Enter Package Size: 2

CHOOSE FROM:
   1           BOTTLE
   2           UNIT DOSE
   NONE OF THE ABOVE
          Enter Package Type: 1

Local drug MECLIZINE 12.5MG TAB
matches    MECLIZINE HCL 12.5MG TAB
PACKAGE SIZE: 1000
PACKAGE TYPE: BOTTLE
< Enter "Y" for yes >
< Enter "N" for no >
< Press return for next drug or "^" to quit>      OK? :  Y
```

EXAMPLE: Rematch – Selecting Inactive Drug

```
Select DRUG GENERIC NAME: SODIUM BICARBONATE POWDER
     1   SODIUM BICARBONATE POWDER
     2   SODIUM BICARBONATE POWDER (1 LB)
CHOOSE 1-2: 1
This drug is "Inactive". Please try again.

Select DRUG GENERIC NAME: <RET>
Remember, these matches must be verified using the options "Verify Matches" or
"Verify Single Match" and then merged using the option "Merge National Drug File
Data Into Local File".
```

4.0 Verify Single Match [PSNVER]

This option allows you to verify a single, selected match rather than looping through all matched, unverified drugs. You will be prompted for the drug name from the local DRUG file.

All matched drugs must be verified. Unverified matches are stored in the NATIONAL DRUG TRANSLATION file and will not merge until they are verified. To ensure accuracy one individual should match the drugs and another verify the matches.

EXAMPLE: Verify Single Match

```
Select National Drug File Menu Option: 4  Verify Single Match
Enter name of drug from your local drug file and if the
drug has been matched, you will be asked to verify the match.
Press return at the "Select DRUG GENERIC NAME: " prompt to exit.
Select DRUG GENERIC NAME: CEFAZOLIN SODIUM 1GM/D5W 50ML(BAG)       AM101
     N/F
LOCAL DRUG NAME: CEFAZOLIN SODIUM 1GM/D5W 50ML(BAG)           N/F
                                        ORDER UNIT:
                          DISPENSE UNITS/ORDER UNITS: 24
                                      DISPENSE UNIT: BAG
VA PRODUCT NAME: CEFAZOLIN NA 20MG/ML/DEXTROSE 5% INJ
     PACKAGE SIZE: 24 X 50 ML
     PACKAGE TYPE: BAG
VA CLASS: AM101  CEPHALOSPORIN 1ST GENERATION
INGREDIENTS:
     CEFAZOLIN SODIUM 20 MG/ML
     DEXTROSE 5 %
< Enter "Y" for yes, "N" for no >
< Press RETURN to Pass to Next Drug >

          Is this a match ? Y
Select DRUG GENERIC NAME: <RET>
```

EXAMPLE: Verify Single Match, Drug Not Matched

```
Select DRUG GENERIC NAME: BLEOMYCIN 15 UNIT INJ
This entry has not been matched to verify.
Select DRUG GENERIC NAME: <RET>
```

EXAMPLE: Verify Single Match, Drug Already Verified

```
Select DRUG GENERIC NAME: FLUOROURACIL 500MG/10ML INJ          AN300
CHEMOTHERAPY
This entry has already been verified.
Select DRUG GENERIC NAME: <RET>
```

5.0 Merge National Drug File Data into Local File [PSNMRG]

Before proceeding you should contact the IRM Site Manager to back up the local DRUG file and the NATIONAL DRUG TRANSLATION file. Back-up should be done each time prior to executing this option.

This option merges the matched/verified data from the NATIONAL DRUG TRANSLATION file into the local DRUG file. As the merge is taking place, the software will print a report listing any drugs in the NATIONAL DRUG TRANSLATION file that were not merged (referred to as errors to the merge. Errors are defined as the entries in the NATIONAL DRUG TRANSLATION file that do not have corresponding matches in the local DRUG file. If no errors exist, the report will say "No Errors Found".

You may execute this option at the conclusion of the entire matching/verifying process or after a section of the local DRUG file has been matched/verified. It is not important that the entire matching or verifying process be complete since only the matched and verified drugs in the NATIONAL DRUG TRANSLATION file will be merged. There must be at least one matched and verified drug in the NATIONAL DRUG TRANSLATION file for the merge to be completed successfully.

You can determine the time that the report will print. To delay the execution of this option, enter the letter "Q" at the "Select Printer" prompt and you will be prompted to queue the report to the printer. Please refer to "How to Work with the System" in Appendix A of this manual for instructions on printing.

Merging the NDF fields into the local DRUG file will not change the contents of the local GENERIC NAME field. You may wish to edit this field to make the local name match the NDF name.

EXAMPLE: Selecting "Merge National Drug File Data into Local File

```
Select National Drug File Menu Option: 5  Merge National Drug File Data Into
Local File

This option will merge NDF fields into your local drug file. This will also
produce an Error Report for entries in the translation file which are not in
the local file if they should exist. These exceptions will not be merged.

You may queue this report if you wish.

Select Printer: HERE  HERE

                                MERGE ERROR REPORT
Date Printed: DEC 13,1991                                          Page: 1
INTERNAL FILE NUMBER          VA PRODUCT NAME
------------------------------------------------------------------------------
                                No Errors Found
```

6.0 National Drug File Reports Menu [PSNSUBM]

This option is a sub-menu containing the following reports:

1. Local Drug File Report [PSNLDG]
2. Report of VA Generic Names from National Drug [PSNVAGN]
3. Report of Attempted Match Drugs [PSNEXC]
4. VA Product Names Matched Report [PSNPFN]
5. Local Drug With No VA Drug Class Report [PSNOCLS]
6. VA Drug Classification [PSNCLS]
7. NDF Info From Your Local File [PSNRPT]
8. Supply (XA000) VA Class Report [PSNSUPLY]
9. Manually Classed Drugs Report [PSNMCLS]
10. Local Drugs With NO Match to NDF Report [PSNONDF]
11. Formulary Report [PSNFRMLY]

Option is locked with **PSNMGR** key

The following pages contain a description of each report and an example of how it is used.

6.1 Local Drug File Report [PSNLDG]

This option generates a report containing selected information about drugs in the local DRUG file. The report prints the local drug name, inactive date, NDC number, and any assigned DEA (Drug Enforcement Agency) / Special Handling code(s). This report is valuable for determining which drugs have NDC numbers assigned to them.

This report requires 132 columns. You can print the report immediately, or delay printing until a later time.

EXAMPLE: Local Drug File Report

```
Select National Drug File Reports Menu Option: 1  Local Drug File Report
This report gives you a printed copy of the local drug name, inactive date, NDC,
and the DEA value. This report requires 132 columns.
You may queue the report to print, if you wish.

START WITH NUMBER: FIRST// 1927
GO TO NUMBER: LAST// 1958
DEVICE: HERE  HERE
```

LOCAL DRUG LIST (BY NUMBER)

NUMBER	LOCAL DRUG NAME	INACTIVE DATE	DEA	NDC
1927	POTASSIUM CHLORIDE 20% SOLN (OZ)			
1928	SLOW K (FOR CSP 290)	OCT 20,1989	I	
1929	AMILORIDE TABS 5MG			0006-0092-68
1930	MODURETIC TABLETS *N/F*		6PW	
1931	CHLORTHALIDONE 50MG			
1932	CHLORTHALIDONE 25MG TAB			
1933	FUROSEMIDE 20MG TABS			
1936	METOLAZONE 10MG C.T.			
1937	THEOPHYLLINE 100MG S.R.T.	OCT 20,1989		
1938	THEOPHYLLINE 200MG S.R.T.		6P	
1939	THEOPHYLLINE 300MG S.R.T. (U.D.)			
1940	AMPHOJEL 10 GRAIN TAB		9P	
1941	ERYTHROMYCIN 400MG/5ML SUSP (OZ)			
1943	CLOTRIMAZOLE/GENTAMICIN/HC 1% 4:1:1		0MP	
1944	HALCION 0.125MG C.T.		4LP	
1946	BARIUM ENEMA PREP KIT		9P	
1947	IVP PREP KIT		9P	
1948	SORBITOL 70% SOLN (OZ)			
1949	MECLIZINE 12.5MG TAB		9P	
1950	ALA-DERM LOTION (8OZ)	APR 23,1987	9P	0316-0112-08
1951	ALA-SEB SHAMPOO (4OZ)		9P	0316-0114-04
1952	ALA-SEB T SHAMPOO (4OZ)		9P	
1953	COAL-TAR EMOLLIENT	MAY 27,1984		
1954	VERAPAMIL 80MG TAB			0014-1851-52
1955	VERAPAMIL 120MG TAB			0014-1861-52
1958	SODIUM BICARBONATE 325MG TAB			9P

6.2 Report of VA Generic Names from National Drug [PSNVAGN]

This option prints a report of VA generic names from the National Drug File. You can print all or a specified range of names. This report might be useful during the match and verify options. If you cannot find a match and are asked to type in a VA generic name, you can use this list to find the correct generic name. VA generic names with more than one ingredient are given alphabetically by ingredient (e.g., acetaminophen/butalbital/ caffeine/codeine).

You can print the report immediately, or delay printing until a later time. Please refer to "How to Work with the System" in Appendix A of this manual for instructions on printing.

EXAMPLE: Sample from Report of VA Generic Names from National Drug

```
Select National Drug File Reports Menu Option: 2  Report of VA Generic Names
From National Drug
This report gives you a printed copy of the VA Generic Names from the National
Drug File. This report may assist you in the matching process.
You may queue the report to print, if you wish.

START WITH VA GENERIC NAME: FIRST// <RET>

DEVICE: here  HERE

VA GENERIC NAMES FROM THE NATIONAL DRUG FILE
                    OCT 11,1994  14:46    PAGE 1
VA GENERIC NAME
-------------------------------------------------
ACEBUTOLOL
ACETAMINOPHEN
ACETAMINOPHEN/ALUMINUM ACETATE/CHLORPHENIRAMINE/PHENYLPROPANOLAM
ACETAMINOPHEN/ALUMINUM HYDROXIDE/ASPIRIN/SALICYLAMIDE
ACETAMINOPHEN/ASPIRIN
ACETAMINOPHEN/ASPIRIN/CAFFEINE/CODEINE/SALICYLAMIDE
ACETAMINOPHEN/ASPIRIN/CAFFEINE/HYDROCODONE
ACETAMINOPHEN/ASPIRIN/CAFFEINE/SALICYLAMIDE
ACETAMINOPHEN/ASPIRIN/CODEINE
ACETAMINOPHEN/ATROPINE/ETHAVERINE/SALICYLAMIDE
ACETAMINOPHEN/BUTALBITAL
ACETAMINOPHEN/BUTALBITAL/CAFFEINE
ACETAMINOPHEN/BUTALBITAL/CAFFEINE/CODEINE
ACETAMINOPHEN/BUTALBITAL/CAFFEINE/HYDROCODONE
ACETAMINOPHEN/BUTALBITAL/CODEINE
ACETAMINOPHEN/CAFFEINE/CHLORPHENIRAMINE/HYDROCODONE/PHENYLEPHRIN
```

6.3 Report of Attempted Match Drugs [PSNEXC]

This option generates a report listing all drugs you attempted to match, but for which a match could not be made during the matching process. Even though these drugs were not matched, the software "flagged" each of these drugs and an entry was made in the NATIONAL DRUG TRANSLATION file.

This report will include the contents of the DEA/SPECIAL HANDLING field if the field contains one of the following values:

0 (zero)	- Manufactured in Pharmacy
I	- Investigational Drug
M	- Bulk Compound Item

The report will also include any **inactive** dates found in the local DRUG file.

This report should be printed after the option *Verify Matches* is executed and before the *Merge National Drug File Data Into Local File* option is executed. This is a cumulative report and will include all entries from the very beginning of the matching process until each drug is manually classed. Once a drug has been manually classed, it is automatically deleted from the report.

You may print the report immediately, or delay printing until a later time.

EXAMPLE: Report of Attempted Match Drugs

```
Select National Drug File Reports Menu Option:  3  Report of Attempted Match
Drugs

This report should be run after the menu option "Verify Matches" and
before the menu option "Merge National Drug File Data Into Local File".
It gives you a hard copy of the items from your local file for which
a match was attempted, but no match was made from the National Drug File.
You may queue the report to queue if you wish.

Select Printer:  HERE  HERE

                     REPORT OF ATTEMPTED MATCH DRUGS
                                          Date printed: DEC 13,1993
                                          Page: 1

LOCAL DRUG NAME                          INACTIVE          DEA
------------------------------------------------------------------------------
AZATHIOPRINE 50MG ***** N/F TAB
HALOPERIDOL  0.5MG U/D TAB               1-15-93
CYCLOPHOSPHAMIDE  200MG INJ
PHENYTOIN SUSP 150MG/6ML U/D                                0
OXIDIZED CELLULOSE PADS                                     S
IV INJECTION SET NO.2C0012                                  S
CODEINE PHOS. 15MG C.T.
ANTILYMPHOCYTE GLOBULIN STUDY DRUG                          I
BEPRIDIL STUDY CAPSULES, 100MG.                             I
```

6.4 VA Product Names Matched [PSNPFN]

This option generates a report listing all drugs that have been matched. The report is not cumulative and will not include entries that have been previously merged into the local DRUG file. The *VA Product Names Matched* report can be printed before and/or after the menu option *Verify Matches*. It should be printed and reviewed before the *Merge National Drug File Data Into Local File* option is executed. This report may also be printed after the auto-match process to review what was matched. It generates a hard copy of the matches selected in the menu option *Match Local Drug File With National File* and the menu option *Verify Matches*.

The data for this report is stored in the NATIONAL DRUG TRANSLATION file. If a matched entry has not been verified, it will appear on the report with a special notation "NOT VERIFIED." (Refer to the first entries on the following sample report.) User names will only print on the report when those names change; the user who began the automatic match by NDC process will have his or her name printed on the report for those matches.

After reviewing this report, incorrect matches may be rematched by using the menu option *Rematch / Match Single Drugs.*

This report requires 132 columns. You may print the report immediately, or delay printing until a later time.

EXAMPLE: VA Product Names Matched Report

```
Select National Drug File Reports Menu Option:  4  VA Product Names Matched
Report

This report can be run before and/or after the menu option "Verify Matches". It
should be run before the menu option "Merge National Drug File Data Into Local
File". This report may also be run after the auto-match process to review
what was matched. It generates a hard copy of the matches selected in the menu
option "Match Local Drug File With National File" and the menu option "Verify
Matches." This report requires 132 columns.
You may queue the report to print, if you wish.

Select Printer:  HERE  HERE
```

[Example continued on next page]

```
DRUG NAME FROM LOCAL DRUG FILE WITH MATCH FROM NATIONAL DRUG FILE
                                          Date printed: OCT 11,1993
                                          Page: 2


   LOCAL DRUG NAME                        VA PRODUCT NAME
-------------------------------------------------------------------------
                       Entered by: KENT,CLARK
                       Verified by:

   ACETIC ACID 1/4% IRRIGATION (1000ML)   ACETIC ACID 0.25% SOLN,IRRG
     ORDER UNIT: CS                       PKG SIZE: 12 X 1000 ML
     DISPENSE UNITS/ORDER UNITS: 16       PKG TYPE: CONTAINER,FLEXIBLE
     DISPENSE UNIT: BOTTLE                VA CLASS: IR100  IRRIGATION SOLUTIONS

                       ** NOT VERIFIED **

   HISTAMINE PHOS. 0.275MG S.S.           HISTAMINE PO4 0.275MG/ML INJ
     ORDER UNIT: BX                       PKG SIZE: 6 X 1 ML
     DISPENSE UNITS/ORDER UNITS: 6        PKG TYPE: AMP
     DISPENSE UNIT:                       VA CLASS: DX900  DIAGNOSTICS,OTHER

                       ** NOT VERIFIED **
                       Entered by: STEVENS,SAMANTHA
                       Verified by: JONES,BARNABY

   FERROUS GLUCONATE 300MG S.C.T.         FERROUS GLUCONATE 300MG TAB
     ORDER UNIT: BT                       PKG SIZE: 100
     DISPENSE UNITS/ORDER UNITS: 100      PKG TYPE: BOTTLE
     DISPENSE UNIT: TABLET                VA CLASS: TN401  IRON

   FERROUS SULFATE 325 MG S.C.T.          FERROUS SO4 325MG TAB
     ORDER UNIT: BT                       PKG SIZE: 100
     DISPENSE UNITS/ORDER UNITS: 1000     PKG TYPE: BOTTLE
     DISPENSE UNIT: TABLET                VA CLASS: TN401 IRON
```

6.5 Local Drugs with No VA Drug Class Report [PSNOCLS]

This option generates a report of drugs from the local DRUG file which have no VA drug classification. It will print only the active drugs in the file. This report should be generated after using the *Merge National Drug File Data Into Local File* option. You may wish to print this report **before** and **after** executing the *Allow Unmatched Drugs To Be Classed* option.

This report will display the contents of the DEA/SPECIAL HANDLING field if the field contains one of the following values:

0 (zero)	-Manufactured in Pharmacy
I	-Investigational Drug
M	-Bulk Compound Item

You can print the report immediately, or delay printing until a later time. Please refer to "How to Work with the System" in the appendices of this manual for instructions on printing.

EXAMPLE: Local Drugs with No VA Drug Class Report

```
Select National Drug File Reports Menu Option:  5  Local Drugs with No VA Drug
Class Report

This report should be run after executing the menu option "Merge National Drug
File Data into Local File". It may be useful to print this report before and
after executing the "Allow Unmatched Drugs To Be Classed" option. It gives you
a hard copy of the drugs from your local drug file which are "active" and have
no VA Drug Classification.

You may queue the report to print, if you wish.

Select Printer:  HERE  HERE

                     LOCAL DRUGS WITH NO VA CLASSIFICATION
Date printed: OCT 11,1993                          Page: 1
NUMBER     LOCAL DRUG GENERIC NAME                              DEA
------------------------------------------------------------------
140        FERROUS GLUCONATE 300MG S.C.T.
141        FERROUS SULFATE 325MG S.C.T.
609        SODIUM CHLORIDE 0.45% LVP 1000CC
821        SODIUM BICARBONATE POWDER (1 LB)
```

6.6 VA Drug Classification Report [PSNCLS]

This option generates a report of all VA Drug Classification Codes and Classes. You are given the option of having the classification descriptions printed in the report. You can choose to print all of the drug classifications or a range of classifications. In the following example, the "START WITH" and "GO TO" prompts refer to an alphabetical range in the classification code. Refer to "VA Drug Classification System" in the appendices for more information, including a complete *VA Drug Classification* report with class descriptions.

You may print the report immediately, or delay printing until a later time. Please refer to "How to Work with the System" in the appendices of this manual for instructions on printing.

EXAMPLE: VA Drug Classification Report

```
Select National Drug File Reports Menu Option: 6  VA Drug Classification

This report will display the VA Drug Classification code and class name.
Would you also like to see the class descriptions? N// <RET>
START WITH CODE: FIRST// CV000
GO TO CODE: LAST// DE109
DEVICE: HERE  HERE

VA DRUG CLASSIFICATION CODES                OCT 11,1993   15:01    PAGE 1
------------------------------------------------------------------------
   CV000 CARDIOVASCULAR MEDICATIONS
      CV050 Digitalis Glycosides
      CV100 Beta-blockers/Related
      CV150 Alpha-blockers/Related
      CV200 Calcium Channel Blockers
      CV250 Antianginals
      CV300 Antiarrhythmics
      CV350 Antilipemic Agents
      CV400 Antihypertensive, Combinations
      CV490 Antihypertensives, Other
      CV500 Peripheral Vasodilators
      CV600 Sclerosing Agents
      CV700 Diuretics
         CV701 Thiazides/Related Diuretics
         CV702 Loop Diuretics
         CV703 Carbonic Anhydrase Inhibitors Diuretics
         CV704 Potassium-sparing/Combinations Diuretics
         CV709 Diuretics, Other
      CV800 ACE Inhibitors
      CV900 Cardiovascular Agents, Other
   DE000 DERMATOLOGICAL AGENTS
      DE100 Anti-infective, Topical
         DE101 Antibacterial, Topical
         DE102 Antifungal, Topical
         DE103 Antiviral, Topical
         DE109 Anti-infective, Topical Other
```

6.7 NDF Info from Your Local Drug File [PSNRPT]

This option generates a report containing information for a given range of drugs or for all drugs that have been merged. This option should be executed after the *Merge National Drug File Data Into Local File* option has been completed. The report contains data that is stored in the NDF fields of the local DRUG file. Any drugs that do not contain NDF information (i.e., the drug has not been matched, verified, and merged) will be ignored. In the following example, the "START WITH" and "GO TO" prompts refer to an alphabetical range in the GENERIC NAME field.

To print a list of drugs by VA Drug Classification, you can use the *Formulary Report* option or VA FileMan.

You can print the report immediately, or delay printing until a later time.

EXAMPLE: NDF Info from Local Drug File

```
Select National Drug File Reports Menu Option: 7  NDF Info From Your Local Drug File

This report gives a printed copy of the drugs from your local drug file that
have been matched to the National Drug File. This report requires 132 columns.
You may queue the report to print, if you wish.

START WITH GENERIC NAME: FIRST// A
GO TO GENERIC NAME: LAST// ACETAZ
DEVICE: HERE  HERE
```

NATIONAL DRUG INFO FROM YOUR LOCAL FILE

LOCAL DRUG INFO LOCAL DRUG NAME	NDF INFO VA PRODUCT NAME		NDF PKG SIZE	NDF PKG TYPE
ACCUTANE 40MG	ISOTRETINOIN 40MG CAP		100	BOTTLE
ORDER UNIT: BT	VA CLASS: DE751	ANTIACNE AGENTS,SYSTEMIC		
DISPENSE UNITS/ORDER UNITS: 100				
DISPENSE UNIT: CAPSULE	INGREDIENTS:			
	ISOTRETINOIN 40 MG			
ACETAMINOPHEN 325MG C.T.	ACETAMINOPHEN 325MG TAB		100	BOTTLE
ORDER UNIT: BT	VA CLASS: CN103	NON-OPIOID ANALGESICS		
DISPENSE UNITS/ORDER UNITS: 100				
DISPENSE UNIT: TABLET	INGREDIENTS:			
	ACETAMINOPHEN 325 MG			
ACETAMINOPHEN 650MG SUPPOS.	ACETAMINOPHEN 600MG SUPP,RTL		12	PACKAGE
ORDER UNIT: BX	VA CLASS: CN103	NON-OPIOID ANALGESICS		
DISPENSE UNITS/ORDER UNITS: 12				
DISPENSE UNIT: EA	INGREDIENTS:			
	ACETAMINOPHEN 600 MG			
ACETAMINOPHEN WITH CODEINE 30MG C.T.	CODEINE 30MG/ACETAMINOPHEN 300MG TAB		1000	BOTTLE
ORDER UNIT: BT	VA CLASS: CN101	OPIOID ANALGESICS		
DISPENSE UNITS/ORDER UNITS: 1000				
DISPENSE UNIT: TABLET	INGREDIENTS:			
	ACETAMINOPHEN 300 MG			
	CODEINE PHOSPHATE 30 MG			

6.8 Supply (XA000) VA Class Report [PSNSUPLY]

This option generates a report of all the items from the local DRUG file which have an "XA" VA Drug Classification. It will print only the active items in the file, and will sort by local DRUG file generic name. With installation of versions 2.0 and 3.1 of the National Drug File software package, you will have installed a newly re-structured VA DRUG CLASS file. One of the classifications which has been greatly expanded is the XA000 class. This report will allow you to have a hard copy of the items in the local file which have an "XA" class, and will assist you in reviewing and re-classing the items (use option *Re-class Supply Items*). You may use this report as a worksheet for re-classing.

You may print the report immediately, or delay printing until a later time. Please refer to "How to Work with the System" in the appendices of this manual for instructions on printing.

EXAMPLE: Supply (XA000) VA Class Report

```
Select National Drug File Reports Menu Option: 8  Supply (XA000) VA Class Report

This report should be run if you have already classed your local drugs/items
using Version 1.0 of NDF. After the installation of Version 2.0 of NDF and the
VA DRUG CLASS file is re-installed, you may wish to re-class your local items
with an "XA" classification using the newly expanded "XA000" classification. It
gives you a hard copy of the items from your local drug file which are "active"
and have an "XA" VA Drug Classification.
You may queue the report to print, if you wish.

Select Printer: HERE  HERE

     LOCAL ITEMS WITH A "PROSTHETICS/SUPPLIES/DEVICES" VA CLASSIFICATION

Date printed: NOV 14,1993                                  Page: 1

NUMBER   LOCAL DRUG GENERIC NAME                    VA CLASS    NEW CLASS
------------------------------------------------------------------------
1299     ABSORBABLE GELATIN FILM (EACH)             XA900       ________
160      ABSORBABLE GELATIN SPONGE ,SZ 100,6/BX     XA900       ________
159      ABSORBABLE GELATIN SPONGE,SZ 12X7,12/BX    XA900       ________
5788     ACE BANDAGE,3 IN,ELASTIC                   XA100       ________
1980     ACE BANDAGE,4 IN,ELASTIC                   XA100       ________
1982     ACE BANDAGE,6 IN,ELASTIC                   XA100       ________
5845     ADAPTER AND TUBING,BARD#538                XA400       ________
7811     ADHESIVE,APPLIANCE(BARD)                   XA700       ________
```

6.9 Manually Classed Drugs Report [PSNMCLS]

This option generates a report, listing all active drugs in the local DRUG file that have been manually assigned a VA Drug Classification. The report will sort alphabetically by local drug generic name and will exclude supply items which have been assigned an "XA" classification.

You may print the report immediately, or delay printing until a later time. For more information, refer to "How to Work with the System" in the appendices .

EXAMPLE: Manually Classed Drugs Report

```
Select National Drug File Reports Menu Option:  9  Manually Classed Drugs Report

                        MANUALLY CLASSED DRUGS REPORT

Date printed: OCT 11,1993                                  Page: 4
NUMBER     LOCAL DRUG GENERIC NAME                          VA DRUG CLASS
------------------------------------------------------------------------

7470       AUGMENTIN 500MG TAB                              AM050

7256       AURANOFIN 3MG CAPSULE                            MS106

8100       AVC VAGINAL SUPPOSITORIES (BX)                   GU300

6801       AVEENO BAR                                       DE400

8255       AVM *STUDY DRUG* TAB                             IN000

7961       AZTREONAM 1GM INJ                                AM053

7960       AZTREONAM 500MG INJ                              AM053

2262       B COMP W/ VIT C CAPLET                           VT801

6054       B COMP W/VIT C 800MG TAB                         VT801

7980       B&L CONC CLEANER,30ML (GAS PERM)                 OP400

8223       B-D GLUCOSE TAB  5GM                             IN000

1042       BACITRACIN OINTMENT (1OZ)                        DE101

6633       BACLOFEN 20MG TAB                                MS200

1049       BACT-NEOMY-POLYMIX TOP.OINT.                     DE250

6061       BACTERIOSTATIC WATER FOR INJ,30ML VI             PH000

7278       BACTRIM SUSPENSION (16OZ BT)                     AM650
```

6.10 Local Drugs with No Match to NDF Report [PSNONDF]

This option generates a report that contains entries in your local DRUG file with no match to National Drug File. You can print all drugs or only those marked for Outpatient Pharmacy use.

EXAMPLE : Local Drugs with No Match to NDF Report

```
Select National Drug File Reports Menu Option: 10  Local Drugs With NO Match to
NDF Report

This report should be run after executing the menu option "Merge National Drug
File Data Into Local File". It gives you a hard copy of the drugs from your
local DRUG file which are "active" and have no match to NDF. You have the choice
to print ALL drugs or only drugs marked for Outpatient use. If you answer "yes"
to the question, you will print all. If you answer "no", you will print only
Outpatient use drugs.

You may queue the report to print, if you wish.


Do you wish to print ALL drugs from your local file?
Enter Yes or No: NO

Select Printer: HERE  HERE


                        LOCAL DRUGS WITH NO MATCH TO NDF

Date printed: MAY 12,1994                                        Page: 1

NUMBER    LOCAL DRUG GENERIC NAME                                MANUAL CLASS
-------------------------------------------------------------------------------
2356      ACETIC ACID 1/4% IRRIGATION (1000ML)                   IR100
987       FERROUS GLUCONATE 300MG S.C.T.                         TN401
3449      FERROUS SULFATE 325 MG S.C.T.                          TN4011
171       HISTAMINE PHOS. 0.275MG S.S.                           DX900
```

6.11 Formulary Report [PSNFRMLY] * LOCKED

This option is locked with the **PSNMGR** key, so only users with the **PSNMGR** key can access it. This report gives you a printed copy of formulary drugs from your local file with synonyms not marked as quick codes. You can print by Generic Name/Tradename (Example 1) or VA Class Code (Example 2). If you choose to print by VA Class code, the software will ask you to pick a range of VA Drug Class Codes.

Note: This report should only be run **after** executing the NDF software.

You may print the report immediately, or delay printing until a later time. Please refer to "How to Work with the System" in the appendices of this manual for instructions on printing.

EXAMPLE 1: Formulary Report Sorted by Generic Name/Tradename

```
Select National Drug File Reports Menu Option:  11  Formulary Report

This report gives you a printed copy of formulary drugs from your local file
with synonyms not marked as quick codes. You are asked first to type in a
title for this report. You are then asked to print by Generic Name/Tradename
or VA Class Code. If you choose to print by VA Class Code, it will ask you to
pick a range of VA Drug Class Codes. Only active drugs will print. Drugs with
a future inactive date will print as well.
You may queue the report to print, if you wish.

Enter title for report: HOSPITAL// VA ISC

You may print by DRUG GENERIC NAME/TRADENAME or VA CLASS CODE.
Enter a <RET> or "G" to print by DRUG GENERIC NAME/TRADENAME or
"C" for VA CLASS CODE.

Print by:
   DRUG GENERIC NAME/TRADENAME//<RET>        GENERIC/TRADE

DEVICE: HERE  HERE
```

VA ISC FORMULARY

Date printed: NOV 12,1992
Page: 1

$ denotes Synonyms not marked as trade or quick

GENERIC/TRADE NAME	CLASS	DISPENSE UNIT PRICE
A AND D OINTMENT (GM)	DE350	0.01
A AND D OINTMENT 5GM PKT	DE350	0.04
ABBOKINASE		
UROKINASE 5000 units 1ML INJ	BL600	55.49
ACETAMINOPHEN 325MG TAB		
TYLENOL	CN103	0.01
ACETAMINOPHEN 500MG CAP/TAB		
TYLENOL	CN103	0.01
ACETAMINOPHEN 650MG SUPPOS.		
TYLENOL	CN103	0.24
ACETAMINOPHEN ELIX. 160MG/5CC (ML)		
TYLENOL	CN103	0.01
ACETAMINOPHEN, CODEINE #3 TAB		
TYLENOL #3	CN101	0.03
ACETAMINOPHEN, CODEINE ELIXIR (ML)		
TYLENOL ELIXIR/CODEINE **$**	CN101	0.01
ACETAZOLAMIDE 250MG TAB		
DIAMOX	CV703	0.02
ACETAZOLAMIDE 500MG INJ		
DIAMOX	CV703	13.98
ACETAZOLAMIDE 500MG SEQUELS		
DIAMOX	CV703	0.64
ACETIC ACID 2% OTIC SOL 15 ML		
VOSOL OTIC	OT109	1.25
ACETIC ACID 2%/HC 1% OTIC SOL		
VOSOL-HC	OT250	2.15
ACETYLCYSTEINE 20% 30ML		
MUCOMYST	RE400	12.66

Example 2: Formulary Report Sorted by VA Drug Class Code

```
Select National Drug File Reports Menu Option:  10  Formulary Report

This report gives you a printed copy of formulary drugs from your local file
with synonyms not marked as quick codes. You are asked first to type in a
title for this report. You are then asked to print by Generic Name/Tradename
or VA Class Code. If you choose to print by VA Class Code, it will ask you to
pick a range of VA Drug Class Codes. Only active drugs will print. Drugs with
a future inactive date will print as well.
You may queue the report to print, if you wish.

Enter title for report: HOSPITAL// VA ISC

You may print by DRUG GENERIC NAME/TRADENAME or VA CLASS CODE.
Enter a <RET> or "G" to print by DRUG GENERIC NAME/TRADENAME or
"C" for VA CLASS CODE.

Print by:
   DRUG GENERIC NAME/TRADENAME// C      CLASS

START WITH VA DRUG CLASS CODE: FIRST// A
GO TO VA DRUG CLASS CODE: LAST// AZ
DEVICE: HOME  HOME
```

VA ISC FORMULARY (BY VA CLASS)
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$ denotes Synonyms not marked as trade or quick

GENERIC NAME	VA DRUG CLASS	DISPENSE UNIT PRICE	TRADE NAME(S)
	AD100 ALCOHOL DETERRENTS		
DISULFIRAM 250MG TABS		0.078	ANTABUSE
	AD300 HEAVY METAL ANTAGONISTS		
DEFEROXAMINE 500MG INJ		5.505	DESFERAL
DIMERCAPROL 10% INJ		2.125	BAL IN OIL
DISODIUM EDETATE 200MG/ML 5ML		0.100	VERSENATE
	AD400 ANTIDOTES,DETERRENTS,AND POISON CONTROL EXCHANGE RESINS		
CHOLESTYRAMINE LIGHT 42 DOSE(5GM) CAN		13.430	QUESTRAN LIGHT
SODIUM POLYSTYRENE POWDER 454GM		0.064	KAYEXALATE
SODIUM POLYSTYRENE SULFONATE 15G/60ML		2.460	KAYEXALATE
	AD900 ANTIDOTES/DETERRENTS,OTHER		
ACTIVATED CHARCOAL IN LIQUID BASE 25GM		3.500	LIQUI-CHAR
CHARCOAL POWDER 4 OZ		3.830	CHARCODOTE
MESNA 1G VIAL		50.905	MESENEX
NICOTINE CHEWING GUM 2 MG		0.160	NICORETTE
	AH100 ANTIHISTAMINES,PHENOTHIAZINE		
PROMETHAZINE 50MG/ML INJ		0.225	PHENERGAN
	AH200 ANTIHISTAMINES,ETHANOLAMINE		
DIMENHYDRINATE 50MG TAB		0.007	DRAMAMINE
DIMENHYDRINATE 50MG/ML 10ML VI		1.260	DRAMAMINE
DIPHENHYDRAMINE 2.5MG/ML ELIX (OZ)		0.195	BENADRYL

7.0 Automatic Match of Unmatched Drugs [PSNAUTO]

Version 3.1 has an updated data base and this option allows automatic matching by NDC of newer FDA-released drugs in your local file which are manually classed, or have no VA Class assigned. This option proceeds through the local DRUG file and attempts to match each drug encountered with a drug in the National Drug File. When a match is made, the drug is added to the NATIONAL DRUG TRANSLATION file and must be verified and merged.

Before the automatic matching begins, the below prompt:

```
AUTOMATIC MATCH by NDC Code process will begin. It will attempt to match
all items that are not presently MATCHED to the National Drug File.
Are you sure you want to continue?  N//
```

will be displayed on the screen. If you answer "YES", the automatic matching process will begin and you will proceed as described below. If you answer "NO", or press the Return key, you will exit from the option.

It is **extremely important** that as many drugs in the local DRUG file as possible have correct NDCs assigned to them. If the NDC fields in the local DRUG file are complete and accurate, the overall effectiveness of the automatic matching process will be greatly improved. If a drug's NDC in the local DRUG file matches a like NDC in the National Drug File, a match will be made. These matches must be verified and merged. The VA Class assigned by the matching process will override any class previously assigned.

This option will screen on inactive date.

EXAMPLE: Automatic Match of Unmatched Drugs

```
Select National Drug File Menu Option:  7  Automatic Match of Unmatched Drugs

This option will attempt to automatically match by NDC code, drugs which have
not been matched to the National Drug File. These matches must be verified
and merged.

AUTOMATIC MATCH by NDC Code process will begin. It will attempt to match
all items that are not presently MATCHED to the National Drug File.

Are you sure you want to continue ?  N// Y.................................
.............................
```

8.0 Inquire to Local Drug File [PSNVIEW]

This option allows you to view the local DRUG file by Generic Name/Synonym or VA Drug Class Code. If you choose a VA Drug Class Code, you may enter either the code or the class name. For VA Drug Class Code, the software will sort by the least expensive price in the PRICE PER DISPENSE UNIT field. It will display the GENERIC NAME, NATIONAL DRUG CLASS, PRICE PER DISPENSING UNIT and the MESSAGE fields. Only active formulary drugs can be viewed.

EXAMPLE: Inquire to Local Drug File Option/Generic Name Chosen

```
Select National Drug File Menu Option: 8  Inquire To Local Drug File

You may look-up by DRUG GENERIC NAME or VA CLASS CODE
Enter a "G" for GENERIC NAME or a "C" for VA CLASS CODE:  G     GENERIC

Select DRUG GENERIC NAME :  ASPIR
     1   ASPIRIN 300MG RECTAL SUPP ***** N/F         CN103   N/F    OTC-
NO REFILL ON PRN ORDERS
     2   ASPIRIN 325MG TAB        CN103     WILL BE INACTIVE 8/90, CHANGE TO
ECOTRIN
     3   ASPIRIN 325MG U/D TAB             CN103       FOR TUBE-FEEDERS ONLY
(INPATIENT)
     4   ASPIRIN E.C. 325MG U/D TAB                    UNIT DOSE
     5   ASPIRIN E.C. 650MG U/D TAB             CN103       UNIT DOSE
TYPE '^' TO STOP, OR
CHOOSE 1-5: <RET>

     6   ASPIRIN ENTERIC COATED 325MG TAB             CN103       OTC- NO
REFILL ON PRN ORDERS
     7   ASPIRIN ENTERIC COATED 650MG TAB             CN103       OTC- NO
REFILL ON PRN ORDERS
     8   ASPIRIN,BUFFERED 325MG TAB(ASPIRMOX)              CN103     N/F
     9   ASPIRIN,BUFFERED 325MG U/D TAB             CN103     N/F     INACTIVE
11/89
     10  ASPIRATOR  HAND BULB ASPIRATOR           XA900     N/F     N/F
TYPE '^' TO STOP, OR
CHOOSE 1-10: 5

              GENERIC NAME:  ASPIRIN E.C. 650MG U/D TAB
        VA DRUG CLASS CODE:  CN103    NON-OPIOID ANALGESICS
     PRICE/DISPENSING UNIT:  0.032
     MESSAGE:  UNIT DOSE
SYNONYM(S):
     ECOTRIN
```

EXAMPLE: Inquire to Local Drug File Option/VA Drug Class Code Chosen

```
You may look-up by DRUG GENERIC NAME or VA CLASS CODE
Enter a "G" for GENERIC NAME or a "C" for VA CLASS CODE:  C       CLASS

Select VA CLASS CODE :  CN103          NON-OPIOID ANALGESICS
     Press <RET> to continue or an "^" to exit  : <RET>
               GENERIC NAME: ACETAMINOPHEN  325MG TAB
          VA DRUG CLASS CODE: CN103    NON-OPIOID ANALGESICS
     PRICE/DISPENSING UNIT: .003
     MESSAGE:  NO REFILL FOR PRN ORDERS
SYNONYM(S):
     TYLENOL

     Press <RET> to continue or an "^" to exit  : <RET>
               GENERIC NAME: ASPIRIN 325MG TAB
          VA DRUG CLASS CODE: CN103    NON-OPIOID ANALGESICS
     PRICE/DISPENSING UNIT: .003
     MESSAGE:  WILL BE INACTIVE 8/90, CHANGE TO ECOTRIN
SYNONYM(S):

     Press <RET> to continue or an "^" to exit  : <RET>
               GENERIC NAME: ACETAMINOPHEN  325MG U/D TAB
          VA DRUG CLASS CODE: CN103    NON-OPIOID ANALGESICS
     PRICE/DISPENSING UNIT: .006
     MESSAGE:  UNIT DOSE
SYNONYM(S):
     TYLENOL
     DATRIL
     PHENAPHEN

     Press <RET> to continue or an "^" to exit  : <RET>
GENERIC NAME: ASPIRIN ENTERIC COATED 650MG TAB
          VA DRUG CLASS CODE: CN103    NON-OPIOID ANALGESICS
     PRICE/DISPENSING UNIT: .01
     MESSAGE:  OTC- NO REFILL ON PRN ORDERS
SYNONYM(S):
     ECOTRIN

     Press <RET> to continue or an "^" to exit  : <RET>
               GENERIC NAME: ASPIRIN E.C. 325MG U/D TAB
          VA DRUG CLASS CODE: CN103    NON-OPIOID ANALGESICS
     PRICE/DISPENSING UNIT: .03
     MESSAGE:  UNIT DOSE
SYNONYM(S):
     ECOTRIN

     Press <RET> to continue or an "^" to exit  : <RET>
               GENERIC NAME: ACETAMINOPHEN  325MG/10.15ML CUP
          VA DRUG CLASS CODE: CN103    NON-OPIOID ANALGESICS
     PRICE/DISPENSING UNIT: .121
     MESSAGE:  UNIT DOSE LIQUID
SYNONYM(S):
     TYLENOL

     Press <RET> to continue or an "^" to exit  : <RET>
               GENERIC NAME: ACETAMINOPHEN  650MG SUPPOSITORY
          VA DRUG CLASS CODE: CN103    NON-OPIOID ANALGESICS
     PRICE/DISPENSING UNIT: .258
     MESSAGE:  NO REFILL FOR PRN ORDERS
SYNONYM(S):
     TYLENOL
```

EXAMPLE: Inquire to Local Drug File Option/VA Drug Class Name Entered

```
You may look-up by DRUG GENERIC NAME or VA CLASS CODE
Enter a "G" for GENERIC NAME or a "C" for VA CLASS CODE:  C        CLASS

Select VA CLASS CODE :  ANTINEO
   1  ANTINEOPLASTIC ADJUVANTS  AN400       ANTINEOPLASTIC ADJUVANTS
   2  ANTINEOPLASTIC ANTIBIOTICS  AN200       ANTINEOPLASTIC ANTIBIOTICS
   3  ANTINEOPLASTIC HORMONES  AN500       ANTINEOPLASTIC HORMONES
   4  ANTINEOPLASTIC RADIOPHARMACEUTICALS  AN600      ANTINEOPLASTIC
RADIOPHARMACEUTICALS
   5  ANTINEOPLASTIC,OTHER  AN900       ANTINEOPLASTIC,OTHER
TYPE '^' TO STOP, OR
CHOOSE 1-5: 2  AN200

     Press <RET> to continue or an "^" to exit  : <RET>

              GENERIC NAME: DOXORUBICIN INJ 10MG VI
        VA DRUG CLASS CODE: AN200    ANTINEOPLASTIC ANTIBIOTICS
     PRICE/DISPENSING UNIT: 26
     MESSAGE:
SYNONYM(S):
     ADRIAMYCIN

     Press <RET> to continue or an "^" to exit  : <RET>

              GENERIC NAME: PLICAMYCIN 2.5MG INJ
        VA DRUG CLASS CODE: AN200    ANTINEOPLASTIC ANTIBIOTICS
     PRICE/DISPENSING UNIT: 45.721
     MESSAGE:  CHEMOTHERAPY
SYNONYM(S):
     MITHRAMYCIN
     MITHRACIN

     Press <RET> to continue or an "^" to exit  : <RET>

              GENERIC NAME: DAUNORUBICIN 20MG INJ
        VA DRUG CLASS CODE: AN200    ANTINEOPLASTIC ANTIBIOTICS
     PRICE/DISPENSING UNIT: 67.41
     MESSAGE:  FOR CHEMOTHERAPY
SYNONYM(S):
     CERUBIDINE 20MG

     Press <RET> to continue or an "^" to exit  : <RET>

              GENERIC NAME: DOXORUBICIN INJ 50MG VI
        VA DRUG CLASS CODE: AN200    ANTINEOPLASTIC ANTIBIOTICS
     PRICE/DISPENSING UNIT: 123.75
     MESSAGE:
SYNONYM(S):
     ADRIAMYCIN

     Press <RET> to continue or an "^" to exit  : <RET>

              GENERIC NAME: BLEOMYCIN 15 UNIT INJ
        VA DRUG CLASS CODE: AN200    ANTINEOPLASTIC ANTIBIOTICS
     PRICE/DISPENSING UNIT: 181.63
     MESSAGE:
SYNONYM(S):
     BLENOXANE
```

EXAMPLE: Inquire to Local Drug File Option / Non-Formulary Drug Chosen

```
Enter a "G" for GENERIC NAME or a "C" for VA CLASS CODE:  G        GENERIC

Select DRUG GENERIC NAME :  MEPHENYTOIN 100MG S.T.        CN400        N/F

This is a NON-FORMULARY drug

You may look-up by DRUG GENERIC NAME or VA CLASS CODE
Enter a "G" for GENERIC NAME or a "C" for VA CLASS CODE: <RET>
```

9.0 Lookup National Drug Info in Local File

This option allows you to look up entries in your local DRUG file. It will display National Drug File software match information.

EXAMPLE: Lookup National Drug Info in Local File

```
Select National Drug File Menu Option: 9  Lookup National Drug Info In Local
File

This option will allow you to look up entries in your local DRUG file. It will
display National Drug File software match information.


Select DRUG GENERIC NAME :     ACETAMINOPHEN 100MG/ML DROPS           CN103

              GENERIC NAME:  ACETAMINOPHEN 100MG/ML DROPS

       VA DRUG CLASS CODE:  CN103    NON-OPIOID ANALGESICS
     VA GENERIC NAME: ACETAMINOPHEN
     VA PRODUCT NAME: ACETAMINOPHEN 100MG/ML DROPS,ORAL
       PK SIZE: OTHER                              PK TYPE: OTHER
     VA PRINT NAME: ACETAMINOPHEN 100MG/ML DROPS       VA DISPENSE UNIT: ML
       TRANSMIT TO CMOP?: YES
```

10.0 Allow Unmatched Drugs to be Classed [PSNSTCL]* LOCKED

It will be helpful to print *Local Drugs With No VA Drug Class* report before executing this option. This option is locked, so only users with the **PSNMGR** key have access. There will be some drugs in the local DRUG file that cannot be matched. Examples are investigational drugs, supply items, and drugs that are manufactured on site. You may use this option to enter the local DRUG file and assign VA classifications to these drugs. Refer to "VA Drug Classification System" in the appendices of this manual for VA Drug Classification Descriptions and Classification Scheme.

Note: This option should not be run until at least one merge using the menu option *Merge National Drug File Data Into Local File* has been executed.

There are two sub-options to this option. You will be prompted to answer the question, "Do you wish to automatically loop through all unmatched drugs?" If you answer "NO", you may class one drug at a time by entering local drug generic name or internal number. If you answer "YES", the software will loop alphabetically through all drugs that do not have an inactive date and have not been matched, verified, and merged.

If the drug you select was previously classified, the present classification is displayed as a default. You can accept the default by pressing the Return key, or you can enter a new classification.

EXAMPLE: Allow Unmatched Drugs to be Classed (Single Drug)

```
Select National Drug File Menu Option: 10  Allow Unmatched Drugs To Be Classed

This option allows a VA Drug Classification to be entered for
a drug in your local drug file, however, if the drug has been
classed through "the National Drug File merge procedure" you cannot change it!

Do you wish to automatically loop through all unmatched drugs?
<Reply Y,N or "^" to quit>  : N

Select DRUG GENERIC NAME: CALAMINE LOTION
     1   CALAMINE LOTION (OZ)            DE900
     2   CALAMINE LOTION, 4OZ BT         DE900    USE FOR INPATIENT WARD STOCK
CHOOSE 1-2: 1

  Select VA DRUG CLASS CODE: DE900 // <RET>

Select DRUG GENERIC NAME:
```

EXAMPLE : Allow Unmatched Drugs to be Classed (Loop)

```
Do you wish to automatically loop through all unmatched drugs?
<Reply Y,N or "^" to quit>  : Y
ABSORBABLE GELATIN FILM (EACH)
  Select VA DRUG CLASS CODE: XA900 // <RET>
ABSORBABLE GELATIN SPONGE ,SZ 100,6/BX
  Select VA DRUG CLASS CODE: XA900 // <RET>
ABSORBABLE GELATIN SPONGE,SZ 12X7,12/BX
  Select VA DRUG CLASS CODE: XA900 // <RET>
ACCUTANE 20MG
  Select VA DRUG CLASS CODE: DE751
ACE BANDAGE,3 IN,ELASTIC
  Select VA DRUG CLASS CODE: XA100 // <RET>
ACE BANDAGE,4 IN,ELASTIC
  Select VA DRUG CLASS CODE: XA100 // <RET>
ACE BANDAGE,6 IN,ELASTIC
  Select VA DRUG CLASS CODE: XA100 // <RET>
ACEBUTOLOL 200MG CAP
  Select VA DRUG CLASS CODE: CV100 // <RET>
ACEBUTOLOL 400MG CAP
  Select VA DRUG CLASS CODE: CV100 // ^
```

You can stop the looping process at any time by entering an up-arrow (^) and pressing the Return key at the "Select VA DRUG CLASS CODE" prompt. The software will flag the last drug you classified and will begin the loop with this drug when you resume the looping process. This will allow you to review the last drug classified before continuing.

If a drug has **no default classification** and you enter <RET> rather than a class, the software will return you to the main menu.

EXAMPLE: Loop Interrupted When No Default Class and No Value Entered

```
Do you wish to automatically loop through all unmatched drugs?
<Reply Y,N or "^" to quit>  : Y
ABSORBABLE GELATIN FILM (EACH)
  Select VA DRUG CLASS CODE: XA900 // <RET>
ABSORBABLE GELATIN SPONGE ,SZ 100,6/BX
  Select VA DRUG CLASS CODE: XA900 // <RET>
ABSORBABLE GELATIN SPONGE,SZ 12X7,12/BX
  Select VA DRUG CLASS CODE: XA900 // <RET>
ACCUTANE 20MG

  Select VA DRUG CLASS CODE: <RET>

 1Match Local Drug File With National File
 2Verify Matches
 3Rematch / Match Single Drugs
 4Verify Single Match
 5Merge National Drug File Data Into Local File
 6National Drug File Reports Menu
 7Automatic Match of Unmatched Drugs
 8Inquire To Local Drug File
 9Allow Unmatched Drugs To Be Classed
 10 Re-Class Supply Items

Select National Drug File Menu Option:
```

The software will not allow you to reassign the VA Classification to a drug that has already been matched, verified, and merged.

EXAMPLE: Attempt to Class Item Already Matched, Classed, and Merged

```
Select DRUG GENERIC NAME: SODIUM METHOHEXITAL 5GM S.P.       CN202       N/F
SORRY, CLASSIFICATION CANNOT BE CHANGED
Select DRUG GENERIC NAME:
```

After this option has been completed, print and review *Local Drug With No VA Class* report.

Note: To change the VA Drug Classification of a drug previously matched automatically by NDC, first attempt to rematch the drug using the *Rematch / Match Single Drugs* option. If that fails, classify the drug manually using this option.

11. Print a PMI Sheet

This option allows you to print Patient Medication Information Sheets. It also creates the file to hold the Information Sheets.

These medication information sheets can be provided to patients, explaining how and why to take a medication and the possible side effects. The information supplied in the Patient Medication Information Sheets is supplied by The United States Pharmacopeial Convention, Inc. (USP). This information is copyrighted and is updated periodically to provide new medication information sheets and changes to existing sheets.

EXAMPLE: Print a PMI Sheet

```
Select National Drug File Menu Option:  Print a PMI Sheet

Select DRUG GENERIC NAME:  POTASSIUM IODIDE 300MG E.C.T

      Select one of the following:

            1 Standard English
            2 Easy to read English
            3 Standard Spanish
            4 Easy to read Spanish

Select Language: 1 Standard English

How many copies?: (1-100): 1

DEVICE: HOME// <RET>

DO YOU WANT YOUR OUTPUT QUEUED? NO// Y (YES)

Requested Start Time: NOW// <RET> (NOV 06, 1996@09:24:12)

Select National Drug File Menu Option: <RET>
```

On-Line Documentation

Intranet

The NDF homepage contains updated documents. These can be accessed via VA's intranet connection at the following address.

http://www.vista.med.va.gov/softserv/clin_nar.row/pharmndf/index.html

On-screen Help

For on-screen help while using the program, enter one question mark (?). For more information, enter two question marks (??).

Entering three question marks (???) at the "Select National Drug File Menu Option" or "Select National Drug File Reports Menu Option" prompt gives a description of each option.

Data Dictionaries

The Data Dictionaries (DDs) are considered part of the on-line documentation for this software application. You should print the DDs for the following files as soon as the software has been installed and initialized:

50	Drug
50.416	Drug Ingredients
50.6	National Drug
50.605	VA Drug Class
50.606	Dosage Form
50.607	Drug Units
50.608	Package Type
50.609	Package Size
50.612	National Drug Translation
51.2	Medication Routes
55.95	Drug Manufacturer
56	Drug Interaction
59.7	Pharmacy System

Use VA FileMan *List File Attributes* option to print the DDs. Use the listing format that fits your needs. In most cases the "BRIEF" listing format will include all necessary information. If you do not have VA FileMan access, contact the IRM staff to have the DDs printed.

EXAMPLE: Print Data Dictionaries Using VA FileMan

```
VA Fileman  18
Select OPTION:    8       LIST FILE ATTRIBUTES
OUTPUT FROM WHAT FILE:    DRUG
Select SUB-FILE:   <RET>
Select LISTING FORMAT:  STANDARD//    BRIEF
ALPHABETICALLY BY LABEL?  NO//  Y   YES
DEVICE:    192                                RIGHT MARGIN:    80
```

The matching process in the *Match Local Drug File With National Drug File* option initially begins with automatic matching of the local drug with a drug in the NDF by NDC number. Therefore, you may wish to print a report from the local DRUG file to determine how many NDCs have been entered in the local file. If either version of the software has been installed and initialized, execute the option *Local Drug File Report* to obtain the report. If the software has not been initialized, the report will have to be printed using VA FileMan. If you do not have VA FileMan access, your IRM staff will have to print it for you.

EXAMPLE: Getting a Report of NDC Codes in the Local Drug File; Using VA FileMan (NDF Software Not Installed)

[Select VA FileMan Option from your main menu]

```
Select VA FileMan Option:    PRINT FILE ENTRIES
OUTPUT FROM WHAT FILE:   DRUG
SORT BY:    GENERIC
START WITH GENERIC NAME: FIRST// <RET>
FIRST PRINT FIELD: GENERIC NAME
THEN PRINT FIELD:    FSN/NDC
THEN PRINT FIELD: <RET>
HEADING:  DRUG LIST// <RET>
DEVICE:    192                          RIGHT MARGIN: 132// <RET>
```

During the matching process it may be helpful to have a report containing every VA Product Name in the NDF. The following example shows how to print out this information. This printout contains both the VA GENERIC NAME and the associated VA PRODUCT NAME fields. You should note that while this report may be helpful to you, it is a very lengthy report. The report may be accessed through VA FileMan, as shown in the following example:

EXAMPLE: Getting a Report of VA Generic Names & VA Product Namesfrom National Drug File Using VA FileMan

[Select the VA FileMan Option from your main menu]

```
Select VA FileMan Option:   PRINT FILE ENTRIES
OUTPUT FROM WHAT FILE:    NATIONAL DRUG
SORT BY:    VA GENERIC
START WITH VA GENERIC NAME: FIRST// <RET>
FIRST PRINT FIELD: VA GENERIC NAME;S1
THEN PRINT FIELD: VA PRODUCT NAMES       (multiple)
      THEN PRINT: VA PRODUCT NAMES SUB-FIELD: VA PRODUCT NAMES
      THEN PRINT: VA PRODUCT NAMES SUB-FIELD: <RET>
THEN PRINT FIELD: <RET>
```

```
HEADING: NATIONAL DRUG LIST// <RET>
DEVICE:   192                              RIGHT MARGIN: 132// <RET>
```

Using VA FileMan Templates

If you have placed the monthly prescriptions (new and/or refills) in VA FileMan templates, the following examples may assist you in reporting cost data. You may sort these templates instead of searching the entire PRESCRIPTION file. (e.g., [JULY 90 NEW RXs]). The first example illustrates the process for new prescriptions, and the second pertains to refill prescriptions by a user-specified date range.

If you have not placed the monthly prescriptions (new and/or refills) in VA FileMan templates, you can still use the VA FileMan Print option, but you must sort from the entire PRESCRIPTION file.

EXAMPLE: Cost Report for New Prescriptions

```
VA FileMan 18
Select OPTION: PRINT FILE ENTRIES

OUTPUT FROM WHAT FILE: PRESCRIPTION// PRESCRIPTION
SORT BY: RX #//  [   JANUARY 91 NEW RXS            [User enters
                                                   Template Name here]
  WITHIN 'JULY 90 NEW RXS' NUMBER,  SORT BY: DRUG:NATIONAL DRUG CLASS
START WITH NATIONAL DRUG CLASS: FIRST// AM000        [User specified]
GO TO NATIONAL DRUG CLASS: LAST// AM900Z             [User specified]
  WITHIN DRUG: NATIONAL DRUG CLASS, SORT BY:  +DRUG
  START WITH DRUG: FIRST//  <RET>
    WITHIN DRUG, SORT BY:  <RET>
STORE IN 'SORT TEMPLATE' :  <RET>
FIRST PRINT FIELD: RX #
THEN PRINT FIELD: DRUG
  THEN PRINT SYNONYM SUB-FIELD:  + QTY*UNIT PRICE; "RX COST"
     By 'UNIT PRICE', do you mean PRESCRIPTION 'UNIT PRICE OF DRUG'? YES//  <RET>
THEN PRINT FIELD: <RET>
HEADING: PRESCRIPTION STATISTICS// Replace ...
  With JANUARY 91 AM000 NEW RX LIST
STORE PRINT LOGIC IN TEMPLATE: <RET>
START AT PAGE: 1// <RET>
DEVICE: 192    RIGHT MARGIN: 80// <RET>
```

EXAMPLE: Cost Report for Refill Prescriptions

```
VA FileMan 18
Select OPTION: PRINT FILE ENTRIES

OUTPUT FROM WHAT FILE: PRESCRIPTION// PRESCRIPTION
SORT BY: RX #//  [   DEC 91 REFILL RXS          [User enters
                                                Template Name here]
  WITHIN 'DEC 90 REFILL RXS' NUMBER,  SORT BY: DRUG:VA DRUG CLASS POINTER
START WITH NATIONAL DRUG CLASS: FIRST// AM000        [User specified]
GO TO NATIONAL DRUG CLASS: LAST// AM900Z             [User specified]
  WITHIN DRUG: NATIONAL DRUG CLASS, SORT BY:  +DRUG
  START WITH DRUG: FIRST//  <RET>
```

```
    WITHIN DRUG, SORT BY: REFILL DATE        MULTIPLE
    REFILL DATE SUB-FIELD: REFILL DATE
    START WITH REFILL DATE: FIRST//  12-1-91     DEC 1, 1990
                                                 [User specified range]
    GO TO REFILL DATE: LAST//  12-31-91    DEC 31, 1991
                                                 [User specified range]
      WITHIN REFILL DATE, SORT BY:  <RET>
STORE IN 'SORT TEMPLATE' :  <RET>
FIRST PRINT FIELD: RX #
THEN PRINT FIELD: DRUG
  THEN PRINT SYNONYM SUB-FIELD:  + QTY*UNIT PRICE; "RX COST"
       By 'UNIT PRICE', do you mean PRESCRIPTION 'UNIT PRICE OF DRUG'? YES//  <RET>
THEN PRINT FIELD: REFILL DATE       multiple
THEN PRINT REFILL DATE SUB-FIELD: REFILL DATE
THEN PRINT FIELD:  <RET>
HEADING: PRESCRIPTION STATISTICS// Replace ...
  With DEC 90 AM000 REFILL RX LIST
STORE PRINT LOGIC IN TEMPLATE: <RET>
START AT PAGE: 1// <RET>
DEVICE: 192  RIGHT MARGIN: 80// <RET>
```

Glossary

Automatic Match by NDC Matching	Pairing of a drug from the local DRUG file with a drug in the NATIONAL DRUG file with the same NDC number. This matching will be accomplished when the options *Match Local Drug File With National File* or *Automatic Match of Unmatched Drugs* are executed for the first time.
Active Drug	Drugs which contain no inactivation date in the INACTIVE DATE field of the local DRUG file.
Bulk Compound	An item manufactured by the Pharmacy in a larger quantity (gallons, pounds, etc.) and kept on hand to be dispensed in smaller quantities (ounces, grams, etc.). Identified by the code "M" in the DEA/SPECIAL HANDLING field of the local DRUG file.
DEA/SPECIAL HANDLING Field	A field of the local DRUG file. Contains one or more codes representing special characteristics of a product.
DRUG File	*See* Local DRUG File
DRUG INGREDIENTS File	A file which contains individual generic drugs which are components of various drug products.
Error	In the National Drug File (NDF) software, an error is an entry in the NATIONAL DRUG TRANSLATION file that does not have a match in the local DRUG file.
File 50	VA FileMan file number for the local DRUG file.
FSN	Federal Stock Number a unique identifying number assigned by the Federal Supply System to a product (drug, supply, food item, etc.) for ordering and accounting purposes. Synonymous with the NSN (National Stock Number). One of the fields in the local DRUG file.

Investigational Drug	A new drug for which an investigational new drug application has been filed with, and approved by the FDA. Such a drug may be a new chemical compound which has not been released for general use and is not available through regular channels of interstate commerce, or it may be an approved drug put to new use with different dosage levels, routes of administration or new combinations of drugs. Identified by the code "I" in the DEA/SPECIAL HANDLING field of the local DRUG file.
Local DRUG File	File 50. Contains LOCAL GENERIC NAME, INACTIVE DATE, DEA/SPECIAL HANDLING, and NDC fields, as well as others. NDF software attempts to match products from this file with products in the NATIONAL DRUG file.
Local Generic Name	The first field in the local DRUG file. The identifying name for the item. It is this name that is routinely printed on prescription labels, medication administration records, inventory sheets, etc. The field name is GENERIC NAME. These terms are interchangeable throughout this document.
Manually Classed Drug	A drug from the local DRUG file which could not be matched to the NATIONAL DRUG file, but has been assigned a VA Drug Classification through the use of the *Allow Unmatched Drugs To Be Classed* menu option.
Manufacturer Code	The first portion of the NDC number (usually the first 4-6 digits). Identifies the manufacturer of the product.
Manufactured in Pharmacy	An item which is manufactured (or compounded) by pharmacy services on a prescription-by-prescription basis (as opposed to a bulk compound). Identified by the code "0" in the DEA/SPECIAL HDLG field of the local DRUG file.

National Drug File(NDF) Package or National Drug File(NDF) Software	This software package (see below for description of the file itself) attempts to match NATIONAL DRUG file entries with local DRUG file entries using both automatic matching and manual matching. The automatic matching is by NDC number only.
NATIONAL DRUG File (NDF)	Contains a list of available drug products. Includes specific information for each product, including trade name, NDC number, manufacturer, VA Drug Class code, dosage form, route of administration, strength, units, ingredients, ingredient strength and units, package code, package size, package type, VA product name, and VA generic name. NDF software attempts to match products from this file with products in the local DRUG file.
NATIONAL DRUG TRANSLATION File	A temporary file that is created by the NDF software. This file will contain information on drugs that have been matched, or for which a match was attempted.
ND (NDC Number)	National Drug Code: a unique number assigned to a drug by the manufacturer for identification purposes, usually in the format 1234-5678-90, in which the first part is the manufacturer's code, the second part is the product number, and the last is the code for the package size and type. One of the fields in the local DRUG file.
NDF	This abbreviation is for the phrase National Drug File. In this document, NDF refers to either NATIONAL DRUG file or National Drug File software. *See definitions on previous page.*
OTC	Over-The-Counter: a term used to describe a product which may be supplied or purchased without a physician's prescription. Identified by the code "9" in the DEA/SPECIAL HDLG field of the local DRUG file.

Package Code	The last portion of the NDC number (usually the last two digits). Identifies the package type and size in which the product is supplied.
Package Size	The actual (physical) amount of a drug in the individual package (i.e., 5000 capsules per bottle).
Package Type	The physical container in which a drug is supplied (i.e., bottle, vial).
Product Code	The second portion of the NDC number (usually the second four digits) that identifies the specific drug.
PSNMGR	The name of the primary menu option and of the key that must be assigned to the pharmacy coordinator and supervisors using the National Drug File software.
Supply Item	A non-drug item entered into the GENERIC NAME field of the local DRUG file that may be a prosthetic or expendable item such as ostomy supply, alcohol pads, syringes, bed pans, etc. Identified by the code "S" in the DEA/SPECIAL HDLG field of the local DRUG file.
Trade Name	A brand name. The name given to a generic product to distinguish it as one produced and sold by a specific manufacturer.
VA DRUG CLASS File	Contains the VA Drug Classification codes and their descriptions. Each product in the NATIONAL DRUG file has one of these codes assigned to it and stored with it in that file.
VA Generic Name	A name given to an item (drug, supply, etc.) in the NATIONAL DRUG file. It is this name which is matched with the entry in the GENERIC NAME (local generic name) field of the local DRUG file.

VA Product Name	The unique name assigned to each drug product in the NATIONAL DRUG file. This name includes strength, unit, and dosage form.